

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 27 September 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 Barley, Barnes, Campbell, Clark (Chair), Cowley, Hart, Kanagarathnam, Kilmurray, Travis

Absent:

In attendance: Abi Williams & Alex Coxall (Parish Clerks)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19.30

PC076/23 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs, Alexander, Wilson and Davey.
Proposed by Cllr Cowley, seconded by Cllr Campbell. All in favour.
Apologies noted from District Councillor Hales and County Councillor van de Ven.

PC077/23 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.

Declaration of interests were made by Cllrs Kilmurray and Travis in items PC087/23c and PC092/23a.
Dispensations were granted to stay for the discussion but not to vote.

PC078/23 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.

One member of the public was in attendance. No comments made.

PC079/23 To approve the minutes of the Parish Council meeting on 24 July 2023

It was RESOLVED to approve the minutes of the Parish Council meeting held on 24 July 2023 as an accurate record.

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

PC080/23 To report back on the minutes of the Parish Council meeting on 24 July 2023

There was nothing to report.

PC081/23 To approve the minutes of the Extraordinary Parish Council Meeting on 9 August 2023

It was RESOLVED to approve the minutes of the Extraordinary Parish Council meeting held on 9 August 2023 as an accurate record.

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

PC082/23 To report back on the minutes of the Extraordinary Parish Council Meeting on 9 August 2023

Cllr Travis noted that discussions during the EPCM with regard to assisting funding of Dynamos Football Club grant application are now not valid as the funding methods have changed.

PC083/23 Chair's Announcements

Nothing over and above the agenda to add.

PC084/23 To receive reports from the District and County Cllrs for Melbourn

Cllr Hart provided a verbal report on behalf of County and District Cllrs. *A copy of the report can be found in the supporting documents attached to the minutes on the website.*

PC085/23 Correspondence

- a) To note correspondence re fencing at Melbourn Village College.

Additional concerns about the safety of the car park were raised people entering by foot having to travel along the road where cars enter and exit. There was further concern raised about accessing facilities at the car park and dropping off area. It was noted that the pedestrian access did seem to be open this week but Council is still waiting for a response to concerns raised from the Trustees at Melbourn Village College.

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

- b) To note correspondence re bins outside the old post office.

It was noted that bins around the village are being reviewed by the Maintenance Committee. A closed bin should be suggested for this site as a start to the process. ACTION: Office to respond to business owner stating the review is underway.

PC086/23 Email Decisions

- a) To note an email decision to cover additional costs for work on Little Hands drainage works.
It was noted.

PC087/23 Finance Matters

- a) To receive and consider the finance reports for August 2023.
The report was noted.
- b) To consider approving the retrospective approvals lists for August 2023.
Noted approvals were made for August by email.
- c) To consider approving invoices relating to PCN at the Hub.
It was RESOLVED to approve the invoice 1690 relating to PCN at The Hub for £2,040.00.
Proposed by Cllr Hart, seconded by Cllr Barley.
In favour: Cllrs Barley, Barnes, Campbell, Clark, Cowley, Hart, Kanagarathnam.
Abstain: Cllrs Kilmurray, Travis.
It was RESOLVED to approve the invoice 1691 relating to healthcare equipment at The Hub for £647.99.
Proposed by Cllr Barnes, seconded by Cllr Kanagarathnam.
In favour: Cllrs Barley, Barnes, Campbell, Clark, Cowley, Hart, Kanagarathnam.
Abstain: Cllrs Kilmurray, Travis.
- d) To consider proposal for new finance system for Melbourn Parish Council.
Discussion was started re the need to upgrade the finance system for Melbourn Parish Council. Note was made that 3 quotes would be required to compare. ACTION: Office to continue looking at suitable alternatives and report back to Finance & Good Governance Committee in the first instance with a proposal.
- e) To consider proposal for SharePoint Migration and 365 Backup for office.
Discussion was started the need to upgrade the office network and software. Discussions to continue alongside finance system upgrade. ACTION: Office to approach other support providers for comparative quotes.
- f) To consider approving payment of the annual insurance premium (renews in oct).
An error in the figures on the submitted email was noted. ACTION: Office to highlight error to Clear Insurance Management and confirm costs as stated in the renewal invitation.
It was RESOLVED to accept the premium as stated on the renewal invitation of £15,459.22.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- g) To approve asset management allocation for monies spent on Little Hands overspend.
It was RESOLVED to approve the use of asset management reserve funds for monies spent on Little Hands drainage works overspend.
Proposed by Cllr Barley, seconded by Cllr Kilmurray. All in favour.
It was proposed and RESOLVED to move any of the remaining £5,000 currently in precept for Little Hands drains to asset management reserves at the end of the financial year.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- h) To consider updating of photocopier for office – with saving of £28.20 per quarter.
It was RESOLVED to approve the updating on the Ricoh photocopier in the office.
Proposed: Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- i) To consider the invoice for legal fees for the invoice relating to Greenage Rise - £480.00.
It was RESOLVED to approve the interim invoice for £480.00 relating to land transfer at Greengage Rise.
Proposed: Cllr Cowley, seconded by Kilmurray. All in favour.
- j) To consider approving the approvals list for September 2023.
Chair changed the order of the agenda – bringing PC087/23I) forward as it appears on the September approvals.
ACTION: Office to investigate costs from British Gas at the Workshop and Pavilion to check they are inline with expectations.
It was REOLVED to approve the approvals list for September 2023.
Proposed: Cllr Cowley, seconded by Cllr Travis. All in favour.
- k) To note the AGAR external auditors report.

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

The report was noted.

ACTION: Office to post notice in boards and on website.

- l) To approve the payment of invoice SB20232088 from PKF Littlejohn LLP for £1365.00+VAT for professional audit of the AGAR.

Brought forward on agenda.

It was RESOLVED to approve payment of invoice SB20232088 from PKF Littlejohn LLP for £1365.00+VAT for professional audit of the AGAR.

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

PC088/23 Bank reconciliations

- a) To note bank reconciliations for June, July and August 2023.

ACTION: Office to check reconciliations have been done with Cllr Davey.

PC089/23 Governance:

- a) To consider an application for dog training on recreation grounds.

It was RESOLVED to allow commercial dog training to be carried out on the Old Rec site.

Proposed: Cllr Hart, seconded by Cllr Kanagarathnam. All in favour.

- b) To consider charge for dog training on recreation grounds if accepted under PC089/23a).

It was RESOLVED to propose a hire fee of 20% of the cost of the session, for review after 6 months.

Proposed: Cllr Hart, seconded by Cllr Cowley. All in favour.

- c) To note Pitch Power football agreement signed between Melbourn Parish Council and Dynamos.

The agreement was noted.

ACTION: Office to pass proposed agreement to Cllr Barley for review and comment on wording.

- d) To note dates of 19 October – 17 November for poppy installation at the cross.

The dates were noted.

- e) To consider submitting an Expression of Interest to apply for a Local Highways Improvement project for 2024/25.

Consideration was given to submitting an EOI in for an LHI. Suggestions included removing pinch point on Mortlock Street and adding a zebra crossing, recovery of highway outside of the Co-op, zebra crossing on Orchard Road, speed bumps on the High Street. ACTION: office to look at cost implications of EOI. In the first instance to discuss with County Councillor van de Ven as to the viability of the suggested options.

- f) To consider request from the Kebab Van to leave trailer in the car park overnight.

Consideration for the request was made again by Council. It was noted that permission is sought every few months and the answer has always been no due to a policy of no overnight parking in the car park and the loss of vital spaces during the day. Note was made re the safety concerns of moving the trailer during school closing hours and suggestion was made to limit movement to after 4pm. ACTION: Office to write to business owner with rejection of request and new time arrangements for moving of van.

- g) To receive updates and consider actions

None received.

PC090/23 Maintenance Matters:

- a) To note draft Stockbridge Meadows Nature Reserve Application and Management Plan.

The report was noted.

- b) To note the need to consider Stockbridge Meadows Management costs in the next precept.

It was noted that consideration would be given during precept forecasting at next Finance & Good Governance meeting.

- c) To note action to request a RAAC assessment for Little Hands.

It was noted.

- d) To consider Parish Council response to a request from County Council on changes to their weed-killing policy.

It was noted that the Parish Council will comment when requested.

- e) To receive updates and consider actions

None received.

PC091/23 Planning Matters

- a) To consider application for a disabled parking space on High Street.

It was RESOLVED to support no comment the application for a disabled parking space on the High Street.

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

Proposed by Cllr Hart, seconded by Cllr Travis.
In favour: Cllrs Barley, Barnes, Campbell, Clark, Hart, Kanagarathnam, Kilmurray, Travis.
Against: Cllr Cowley.

- b) To receive updates and consider actions
None received.

PC092/23 Community Hub

- a) To consider quotation for air conditioning deep clean (out of hours) - £375.00 +VAT.
It was RESOLVED to approve quotation for air conditioning deep clean The Hub for £375.00+VAT.
Proposed by Cllr Barley, seconded by Cllr Barnes.
In favour: Cllrs Barley, Barnes, Campbell, Clark, Cowley, Hart, Kanagarathnam.
Abstain: Cllrs Kilmurray, Travis.
- b) To receive updates and consider actions.
None received.

PC093/23 Health, Safety, accessibility, and Wellbeing

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

PC094/23 Melbourn Timebank

- a) To receive the Timebank's monthly report for July & August.
The report was noted.
- b) To consider the approval of Timebank expenses.
None received.
- c) To receive any updates and consider actions.
None received.

PC095/23 To receive an update from the MAYD Joint Committee

It was noted that the Connections Bus will be attending outside Melbourn Village College from Tuesday 3 October.

PC096/23 To receive an update from the Skate Park Working Committee

- a) To note update from the Chair.
It was noted that confirmation to continue with the project is needed from the Skate Park Working Committee. It was noted that S106 money has been allocated to the project but that extra funding would be required if it were to go ahead.

PC097/23 To receive an update from the Futures Working Party Committee

- a) To note update from the Chair.
ACTION: Office to look at costs for gateway project and possibility of road markings.

PC098/23 HR Matters

- a) To consider approval for training spend on ICCM Cemetery Management and Compliance - £135.00+VAT.
It was RESOLVED to approve training spend of £135.00+VAT on ICCM Cemetery Management and Compliance course.
Proposed: Cllr Kilmurray, seconded by Cllr Travis. All in favour.
- b) To approve spend of £170.77+VAT on branded uniform items for Wardens.
It was RESOLVED to approve spend of £170.77+VAT on branded uniform items for the Wardens.
Proposed: Cllr Barnes, seconded by Cllr Cowley. All in favour.
- c) To approve spend of £47.50 on SLCC The Clerk's Manual for office.
It was RESOLVED to approve spend of £47.50 on SLCC The Clerks Manual for the office.
Proposed: Cllr Campbell, seconded by Cllr Kilmurray. All in favour.
- d) To receive updates and consider actions.
None received.

PC099/23 Policies

- a) To consider updates to the Risk management policy.
It was RESOLVED to approve updates to the Risk Management policy.
Proposed: Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

PC100/23 To note the date of the next meeting: 23 October 2023

The date of the next Parish Council Meeting was noted as 23 October 2023.

Meeting ended 21:32

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

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 July 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 Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Travis, Wilson

Absent:

In attendance: Sophie Marriage (Parish Clerk), Abigail Williams (Assistant to the Parish Clerk), and County Councillor Susan Van de Ven

PC055/23 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Barley and Campbell.
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.
Apologies noted from District Councillor Hales.

PC056/23 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

Declaration of interests were made by Cllrs Travis and Kilmurray in items PC062/23d) and all items under PC068/23). Declaration of interests were declared by Cllr Wilson in items PC062/23b&c). Dispensations were granted to stay for the discussion but not vote.

PC057/23 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. There were no members of the public in attendance.

PC058/23 To approve the minutes of the Parish Council meeting on 26 June 2023

It was RESOLVED to approve the minutes of the Parish Council meeting held on 26 June 2023 as an accurate record.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

19:33 Cllr Davey joined the meeting.

PC059/23 To report back on the minutes of the Parish Council meeting on 26 June 2023

There was nothing to report.

PC060/23 Chair's Announcements

The Chair noted that Cambridgeshire County Council have approved the suggested flyer re the 20mph zone for residents. The Chair noted that an additional letter could be sent to businesses to communicate with employees.

Cllrs to discuss communications over email and decide on best action.

The Chair noted a potential date change for the September Parish council meeting – to be confirmed.

The Chair reminded Cllrs to complete their road inspections and send to the office.

PC061/23 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was received from District Cllr Hart and County Cllr Van de Ven. The report was duly noted. *A copy of the report can be found in the supporting documents attached to the minutes.*

Cllr Hart mentioned the need for the Melbourn Village College sign on High Street to be replaced.

PC062/23 Finance Matters:

- a) To receive and consider the finance reports for June 2023
The report was noted.
- b) To consider quotations to repair the drains at Littlehands to be funded from the Asset Management Reserve.
3 quotes were received and considered.

Note was made to check the temporary toilet provision was acceptable in all quotes.

ACTION: Parish Office to confirm toilet provision is adequate for Little Hands needs, to remove clauses around drain inspection and to confirm guarantee of work.

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

It was RESOLVED to accept the quote from RG Carter for £11,038.75+VAT subject to the details as mentioned above being confirmed.

Proposed by Cllr Travis, seconded by Cllr Barnes

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Travis

Abstain: Cllr Wilson

- c) To consider quotations for the work to concrete areas of Littlehands car park following the drainage work

It was noted that cost for this work is high and alternative solutions should be investigated. It was agreed that no vote would take place and the item would be removed from the agenda and further investigation for a solution would be placed with the Maintenance Committee.

- d) To consider approving an invoice relating to PCN at the Hub

It was noted that PC062/23d) should state invoices not invoice.

It was RESOLVED to approve the invoice relating to PCN at the Hub at a cost of £1,785

Proposed by Cllr Davey, seconded by Cllr Hart

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson

Abstain: Cllrs Kilmurray, Travis

It was RESOLVED to approve the invoice relating to healthcare services at the Hub at a cost of £160.50

Proposed by Cllr Davey, seconded by Cllr Cowley

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson

Abstain: Cllrs Kilmurray, Travis

20:28 County Councillor Susan Van de Ven left the meeting.

- e) To consider approving expenditure for benches in the Moor play park from s106 funds

It was RESOLVED to approve up to £1000 spend from the s106 funds on 2 accessible benches subject to the Parish Office being satisfied they are the correct size. **£673.74 from Play Parks project pot and balance from S106 up to £1,000.**

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

- f) To consider approving the approvals list for July 2023

It was RESOLVED to approve the approvals for July 2023.

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

PC063/23 Governance:

- a) To receive updates and consider actions

None were received.

PC064/23 Bank reconciliations

- a) To note bank reconciliation for June 2023

It was noted that bank reconciliations are in progress.

PC065/23 Email Decisions

- a) To note decisions regarding allotment fees and pavilion hire fees

It was noted.

- b) To note decision to recruit a part-time Parish Clerk

It was noted.

- c) To receive updates and consider actions

None received.

PC066/23 Maintenance Matters:

- a) To receive updates and consider actions

It was noted that the last Maintenance Committee was inquorate – the next meeting will be held on Thursday 17 August 2023.

- b) To consider quotations to cut back the hedge at Thatcher Stanfords

It was RESOLVED to accept the quote from Majestic for £320+VAT.

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

PC067/23 Planning Matters:

- a) To receive updates and consider actions

None received.

PC068/23 Community Hub

- a) To receive an update on the repair to tiles on the roof

Parish Office confirmed that L. Aken Roofing are still wanting to fix the roof for an advertising opportunity – date to be set when workload is less.

It was noted that we should ensure that all relevant rules and regulations are taken into account. It was RESOLVED to accept the offer subject to the notes above.

Proposed by Cllr Hart, seconded by Cllr Alexander

In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson
Abstain: Cllrs Kilmurray, Travis

- b) To consider quotations for works to the front and back doors
It was RESOLVED to accept the quotation for works from MGS for £4,590+VAT
Proposed by Cllr Davey, seconded by Cllr Cowley
In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson
Abstain: Cllrs Kilmurray, Travis
- c) To consider quotations for fire panel work in relation to the doors
It was RESOLVED to accept the quotation for works from County Fire Services for a £500+VAT day rate (probably used over 2 x half day rate at £250+VAT)
Proposed by Cllr Wilson, seconded by Cllr Alexander
In favour: Cllrs Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kanagarathnam, Wilson
Abstain: Cllrs Kilmurray, Travis
- d) To receive updates and consider actions
None received.

PC069/23 Health, Safety, accessibility, and Wellbeing

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

PC070/23 Melbourn Timebank

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

PC071/23 To receive an update from the MAYD Joint Committee

- a) To receive updates and consider actions
MAYD meeting due to be held 25 July 2023. Work progressing on the introduction of the Connections Bus and Mix Music DJ workshops.

PC072/23 To receive an update from the Futures Working Party

Cllr Clark to work with the Parish Office to reinstate. Focus will include gateway on Cambridge Road to define the village.

PC073/23 HR Matters:

- a) To discuss and consider an increase in hours for the timebank coordinator
It was RESOLVED to increase hours to 20 hours per week.
Proposed by Cllr Davey, seconded by Cllr Travis. All in favour.
- b) To consider appointing the financial officer as Responsible financial officer
It was RESOLVED to appoint the financial officer as the Responsible Financial Officer.
Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.
- c) To receive an update of the recruitment of a Part-time Parish clerk
No applications received. Job re-advertised.
- d) To receive an update on the recruitment of a green open spaces warden
Four applications received. Short list and interviews to happen imminently.
- e) To receive updates and consider actions
None received.

PC074/23 Policies

- a) To consider updates to the financial regulations
It was RESOLVED to accept updates to financial regulations.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To consider updates to the Risk management policy
Deferred. Document still in progress.

PC075/23 To note the date of the next meeting: 25 September 2023

The date of the next meeting was noted as 25 September 2023.

Meeting ended 21:09

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

An Extraordinary Meeting of this Council was held on Wednesday, 9 August 2023 at the Austen Room of the Hub Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ at 7.30pm

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, Hart, Davey, Alexander, Barley, Barnes, Travis and Kilmurray.

Absent: Cllr Kanagarathnam

In attendance: Sophie Marriage (Parish Clerk), Abigail Willaims and Alexandra Coxall (Assistants to the Parish Clerk)

1 To receive and approve apologies for absence

Apologies were received from Cllrs Cowley, Campbell and Wilson with appropriate reasons given.

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

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

2 To receive any Declarations of Interest and Dispensations.

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

Cllrs Kilmurray and Travis declared interests in items 10a and 11a. They were granted dispensation to remain for the discussion but not to vote.

3 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item)

There were no members of the public in attendance.

4 Email Decisions:

- a) To note an email decision to the appoint the open spaces warden

The decision was noted.

- b) To note an email decision to recruit a village warden

The decision was noted.

5 To consider changing the date of the September Parish Council meeting from 25th September to 27th September

It was RESOLVED to accept the change of date for the September Parish Council Meeting from Monday 25th September to Wednesday 27th September.

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

6 To discuss and consider the production of leaflets to publicise the speed limit change

It was agreed that delivering leaflets to all residents and businesses in the village would ensure that everyone is informed about the new speed limit change. It was noted that businesses should receive a cover letter requesting that they inform all members of staff about the change. A member noted that the MVAS units are good for alerting drivers and that installing them in other locations may prove effective. ACTION: Parish Office to investigate installing MVAS units at other locations.

It was RESOLVED to approve expenditure of up to £250 for production and delivery of leaflets to all residents and businesses.

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

ACTION: Parish Office to draft a cover letter to be sent to businesses.

7 To receive an update on the drainage works at little hands and to consider updated quotations

Following the Parish Council meeting on 24 July 2023, where council approved the quote from Carters subject to clarification about the toilet situation, Carters have provided an updated quote. For the necessary toilet facilities, the original quote has increased by £1,500. Including this uplift the quote from Carters remains lower than the other comparable quotes. It

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

was noted that this work will resolve the area of issue close to the Littlehands building but it is unknown if there are further issues downstream.

It was RESOLVED to approve the updated quote from Carters of £12,538.75 +VAT which includes a year's guarantee for the work.

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

It was noted that there is an overflow pipe constantly flowing from the Littlehands building.

ACTION: Parish Office to discuss with Littlehands.

8 To consider the terms for Dynamos football pitch access against their background proposal of an FA PitchPower grant offer

It was noted that the Dynamos have worked with the FA to secure a FA PitchPower grant to improve their condition. The grant from the FA covers the cost of the work to the pitches which they have recommended such as decompaction, fertilising and in-season under seeding and slitting. The Dynamos currently pay for some additional maintenance of the pitches, on top of the work that the council carries out on the pitches. The FA have made a conditional pitch improvement grant offer worth a net £36,352 spread over a six-year period. In order to access the FA grant, a financial commitment of a sinking fund of £1920pa over the six-year period, which would increase the funds to invest into the pitches to £47,782.

Dynamos are unable to fund the complementary £11,520 (£1920pa x 6 years) and they currently pay the council an access fee of £2,200 to use the pitches. The Dynamos propose that the council cancel the £2,200 access fee for 6 years so that they can put this money towards funding the £1920pa. Following discussion by council, which recognised the hard work of the Dynamos to secure this fund and their need for financial support, it was suggested to keep the access fee in place, and for the council to fund the £1920 per year for a 6-year period to the sinking fund so that the FA grant can be accessed.

It was RESOLVED to approve the precepting of £1920 per year for a 6-year period as a financial commitment to the sinking fund needed to access the FA PitchPower grant and to keep the access fee agreement in place with the Dynamos.

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

9 HR Matters:

a) To receive an update on the recruitment of a clerk

Unfortunately, there have been no applications for the position of clerk. It was noted that nationally there is a shortage of clerks.

b) To consider approving expenditure to recruit an Independent Service Provider to provide consultancy support to the parish office

Following a meeting with the assistants to the Parish Clerk, Parish Clerk and members from HR it was noted that, following the departure of the clerk, the assistants would benefit from some additional support related to items of a historical nature. At other councils, Independent Service Providers provide consultancy support to parish offices.

It was RESOLVED to approve the recruitment of an Independent Service Provider for 2 hours per week at a rate of £25 per hour for a 2 month period to provide consultancy support to the parish office.

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

c) To consider the appointment of a clerk/co-clerks to take position after 18 August 2023

It was RESOLVED to appoint both assistants to the parish clerk as co-clerks, commencing after 18 August 2023.

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

d) To receive an update on the appointment of the open spaces warden

As noted under item 4a, Keith Rudge has been appointed as the open spaces warden.

e) To note the resignation of a village warden following their appointment as open spaces warden

It was noted.

f) To receive an update on the recruitment of a village warden

Applications were received and interviews were carried out with those who met the criteria.

g) To consider appointing a village warden

HR recommended a candidate to be appointed as village warden who has experience covering the role.

It was RESOLVED to approve the appointment of the new village warden.

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

10 Policies:

- a) To discuss and consider the Melbourn Hub Financial Controls policy and procedure

It was RESOLVED to approved the Melbourn Hub Financial Controls policy and procedure with a yearly review date.

Proposed by Cllr Davey, Cllr Hart.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

11 Finance:

- a) To consider approving invoices relating to PCN at the Hub

It was RESOLVED to approve invoice 1688 totalling £1654.79 relating to PCN at the Hub.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

It was RESOLVED to approve invoice 1689 totalling £250.14 relating to PCN at the Hub.

Proposed by Cllr Barnes, seconded by Cllr Alexander.

In favour: Cllrs Clark, Hart, Davey, Alexander, Barley, Barnes,

Abstain: Cllrs Travis and Kilmurray.

Against:

12 To note the date of the next meeting: 25 September 2023

It was noted that following item 5, the date for the next meeting is Wednesday, 27th September 2023.

Meeting closed at 20:39

Melbourn PC Sept 2023 - District and County Councillor report

Cam Vale Bus User Group and Combined Authority Bus Network Review

The Bus User Group will be meeting on Oct 6 at the Elin Way Meldreth Communal Room.

Update on transport schemes

There is lots happening at the moment, so we thought we'd give a more detailed report. The following schemes come from a mix of local government bodies, starting with the Greater Cambridge Partnership (which meets 28 September). Further down we provide some context into the maze of decision-making.

Melbourn Greenway – walking and cycling links between Cambridge and Royston

- Meldreth Station to Melbourn path improvements: Detailed design work is now being undertaken with matters such as lighting being worked out (what's needed and how will it work?). Construction is due next spring.
- Melbourn to Royston A10 off-road path and bridge: The GCP is recommending that this should now be delivered. It is recognized that this would be transformational in providing cheap, clean and healthy transport along this busy stretch. Funding comes from central government and is earmarked for transport infrastructure. Contributions have also come from local business and Hertfordshire local authorities.

Foxton Travel Hub: The recommendation is that this project be paused. A reprioritization of schemes has been required, following reductions in the value of funds due to inflation.

'Making Connections' – As we've reported previously, this scheme is about increased funding for bus services tied to a new Cambridge city road charging scheme. Proposals have been considerably reshaped following last year's public consultation, with road charging windows reduced and exemptions/free days increased.

The premise of the scheme is firstly to reduce congestion in Cambridge, thereby allowing buses to run freely and on schedule; and, to create a new model of funding for those services. If sufficiently advanced, the scheme could evolve to bring integrated ticketing (so just one ticket for one journey, regardless of changes), a network of bus links to rail stations, and other improvements such as evening and Sunday services.

In addition to opportunities, there are risks associated with not taking the Making Connections scheme forward, including the viability of the Local Plan, in which significant growth is supported by transport systems designed for a growing population. The Sept 28 GCP meeting considers these.

Opinion has been divided largely due to the proposed road charge aspect of the scheme. Support for better bus services is strong. These are not easy choices and there are no magic solutions.

Bus Network Review and tools for improving public transport

The Combined Authority is currently reviewing all the bus services for which it provides basic financial support in the form of public subsidy. These are services where no commercial operator has come forward, but which are deemed essential – indeed national bus policy has since the 1980s

been based on private commercial bus services, with local authorities stepping in as and where they can to serve otherwise isolated areas.

The 26 service connecting Royston-Melbourn-Cambridge looks set to continue next financial year, but the frequency of the service is unlikely to improve due to funding constraints. Meanwhile the 17 connecting Meldreth, Melbourn and Royston (Meldreth's only bus service) has been marked for further review. We have made representations about the lifeline nature of the 17 for those who depend on it. This includes people who are less mobile or who rely on using their bus passes to keep travel affordable.

Who are these local government organizations?

The Greater Cambridge Partnership comes from one of several 'city deals' signed by central government in 2014. It is worth up to £500 M in funding to 2030 for infrastructure improvements to boost economic growth. It's comprised of South Cambs District Council, Cambridge City Council and Cambridgeshire County Council elected representatives who hold voting powers; plus representatives of the business and university communities, who are part the legal agreement.

The Cambridgeshire and Peterborough Combined Authority was formed in 2017, as a national government initiative agreed by a majority vote at the respective councils. The CA became the Local Transport Authority, taking over from the County Council. Meanwhile the County Council remains the Local Highway Authority. The CA is led by the Mayor and its committees are made up of councillors representing Cambridgeshire and Peterborough.

Within this mix, the GCP delivers significant transport infrastructure projects for the Greater Cambridge area. Strategic planning and decisions about publicly supported bus services and road charging can only be taken by the Local Transport Authority (CA) and the Local Highway Authority (County Council), respectively.

Rail User Group

The Meldreth, Shepreth and Foxton Rail User Group will meet Oct 17, 7:30PM, on-line. This group works alongside the Royston and Villages Rail User Group on issues of common concern. All welcome.

Weed Policy

Further to the letter received by parish clerks about the county council's new weed policy, this will be reviewed at December Highways and Transport Committee. The PC should be receiving a survey in conjunction with this review. Please let me know if you haven't had this and we will follow up. I'll be making a representation at that committee so can raise any PC concerns.

Drainage

We continue to convey all concerns about drainage to our officer team, and appreciate very keenly that there are parts of the village where the drainage system is beset by a flow of silt run-off that serves to clog up the system. We look forward to attending the PC's Infrastructure Committee in October to discuss potential alleviation schemes.

Winter Gritting parish volunteers

Once again the County Council is inviting gritting volunteers for the winter season 2023-2024. Under this scheme, parish councils decide which routes in their area are important to the local community and agree them with the County Council. Local volunteers then grit these as required in freezing weather. Parish councils looking to join the scheme should submit their completed form by 31 October 2023. Each volunteer will need to submit a form, including those who have volunteered before. The form is required annually to ensure health and safety standards are being met. Paper forms are also available on request.

http://cambridgeshireself.achieveservice.com/service/Community_gritting_registration_form

Further information about the scheme is available

online: <https://www.cambridgeshire.gov.uk/residents/travel-roads-andparking/roads-and-pathways/gritting-roads-cycleways-and-paths/helpwith-gritting-and-clearing-snow/>

Grant for EV chargers at community buildings

A reminder that South Cambridgeshire District Council offers an Electric Vehicle Charge Point Grant. Up to £5,000 per project is available, towards the capital costs of purchasing and installing public EV chargers at community buildings and village halls. Applications will be appraised for their deliverability and positive impact with funding allocated on a 'first come, first served' basis. To be eligible for funding, EV chargers must be publicly accessible, and projects should demonstrate that there is likely demand for an EV charger at the chosen location.

Free school meals

Take-up of free school meals in Cambridgeshire has increased by 52 per cent in the last three years as living standards in the UK continue to fall. 21 per cent of all children in Cambridgeshire now qualify for the 'pupil premium' schools receive for children from low income households. Details and criteria at: www.cambridgeshire.gov.uk/residents/children-and-families/schoolslearning/help-with-school-learning-costs/free-school-meals

Biodiversity and green spaces

The County Council is continuing to work with its partners to develop its Local Nature Recovery Strategy but is still waiting for the Government to carry out its national launch so that we organise our own local launch. Survey work is ongoing for the council's Biodiversity Strategy. National Highways is developing a strategy to replant the many trees that died after planting along the A14. 162,000 plants have been ordered, and replanting is on course to start in October.

Council tax collection rates:

Government figures show South Cambridgeshire District Council collected 99.2% of the Council Tax funds it was due to in the 2022/23 financial year, compared to the England average rate of 96.8%.

As a result, South Cambridgeshire District Council is the joint top performing District Council out of almost 320 tax-collecting authorities in England. South Cambridgeshire District Council collects Council Tax on behalf of the Police, Fire Service, County Council, the Cambridgeshire and Peterborough Combined Authority and Parish and Town Councils.

District Councils are responsible for council tax collection for all local authorities; their piece of the pie is about 9%. For the average band D house, South Cambridgeshire District Council only retains £165 a year from the whole Council Tax bill.

The Government figures also show that South Cambridgeshire District Council collected 98.2% of the Business Rates that it was due to collect from local companies during the 2022/23 financial year – a total of £92,053,000.

Support is available if residents are struggling to meet Council Tax payments. [Visit the South Cambridgeshire District Council website](#) for details.

This year the Council sent out over 63,000 Council Tax letters by post at a cost of nearly £33,500. Registering for an online account would help the Council spend more on vital services rather than paying for postage. South Cambridgeshire residents can also [sign-up to receive their Council Tax bill online](#).

During the registration process you'll be asked if you'd like to receive bills and notifications by email. There are many benefits to receiving your bill electronically. You will receive your bill on the same day that it is generated, and your bill cannot get lost in the post. Also, you can save a copy of your electronic bill to your device so that it doesn't get lost or misplaced. You have a PDF copy to show organisations too, for proof of address if needed throughout the year.

parish clerk

From: [REDACTED]
Sent: 18 September 2023 11:14
To: parishclerk@melbournparishcouncil.gov.uk
Subject: RE: Fencing

Dear Abi,

Thank you very much for your email below which we were disappointed to receive. Please rest assured that this matter has been referred on to our Trust and colleague from the Trust will be in touch with you in due course.

Yours sincerely

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 15 September 2023 13:38
To: MEL-Office <office@melbournvc.org>
Subject: Fencing

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon

I am contacting you from Melbourn Parish Council to inform you of a number of complaints we have received as a result of the recent fencing that has been erected on the college site.

The issue comes from pedestrian access to the Sports Centre and evening activities on the site. Pedestrians are having to walk on the single lane road way between the driveway and Sports Centre parking area. I am sure you are aware of how busy this area is in the evening and residents have raised concerns over the safety issues that have now been caused.

Please could you let the council know if there are any plans to re-open pedestrian access out of school hours?

Please do call to discuss if that is easier.

Many thanks

Abi Williams

Abi Williams & Alex Coxall
Parish Clerk

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

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

parish clerk

From: [REDACTED]
Sent: 30 August 2023 12:37
To: parishclerk@melbournpc.co.uk

Flag Status: Flagged

Thank you for your letter with regard to the bin placement outside the old POST OFFICE. Although we see the need for sufficient provision across the village we would like to request the removal of the bins outside the premises. There is no longer a need for the rubbish collection in this location due to change of use and multi use of the bin (including dog waste) is causing a problem within the shops due to smells

May we suggest that consideration is given to move the existing bin, and suggested recycling bin, to the front of the CO-OP

Yours Faithfully

[REDACTED]

Sent from [Outlook for iOS](#)

parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 07 September 2023 15:54
To: 'councillors@melbournparishcouncil.gov.uk'
Subject: RE: URGENT RESPONSE REQUIRED Email decision: Approve extra spend on Little Hands drainage work

Dear Councillors,

Thank you to those who responded to the email, please note the resolution below:

It was **RESOLVED** to approve an added spend of £4902.50 for the Little Hands drainage works project.

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

Many thanks for your attention.

Abi

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 06 September 2023 15:36
To: 'councillors@melbournparishcouncil.gov.uk' <councillors@melbournparishcouncil.gov.uk>
Subject: URGENT RESPONSE REQUIRED Email decision: Approve extra spend on Little Hands drainage work
Importance: High

Dear Councillors

During the recent works on Little Hands drainage complications to the job have resulted in extra spend that needs approving. The job has been completed and the drains are currently working well. Cllr Wilson and Cllr Travis have supervised the work in liaison with the Clerk and the Contract Manager for Carters, Steve Allen. Due to sanitary and public safety considerations and the urgent need to restore toilet function to the Little Hands Nursery, it was agreed appropriate to ask the contractor to complete the more complex work as quickly as possible across the weekend. The contract required two extra days to complete, together with the unexpected discovery of significant asbestos contamination. Retrospective approval is required for the extended works.

Please indicate your response to the following proposal which is an amendment to the items as previously approved at the Council Meeting held on 24th July under PC062/23 (b) and EPM held on 9th August 2023 under 7:

To consider the approval of an added spend of £4902.50 as listed below.

During the works two buried manholes were found with associated drainage coming out of the building. Also discovered 110mm open ended drainage pipe coming off the flat roof which was not connected or into a soakaway.

The following are the additional works and materials carried out over the weekend.

- Two additional Manholes with covers including labour and concrete surround at £825.00 Each = **£1,650.00**
- To remove existing drainage up to the building line found to be cracked lined and having the wrong fall. 6 at £187.50 = **£1,125.00**
- To excavate 1m x 1m soak away filled with hardcore and topped with pea shingle to take Nursery roof drainage = **£312.50**
- Cambridge Asbestos to survey and remove 2 tons of asbestos containing soil , hardcore and concrete. Asbestos identified as CHRISOTILE = **£1850.00**

Revised Cost breakdown :

Original estimate sent on the 4th July 2023 for £11,038.39 + VAT (Resolved under PC062/23 b))

Extra for the Nursery welfare unit sent by email on the 2nd August 2023 at £1,500.00. (Resolved under EPM 7)

Extra works as above for **£3087.50**

Extra for asbestos survey and removal **£1850.00**

New Total for approval = £ 17,475.89 + VAT

Works have been completed and all plant is due for removal by the end of this week. Asbestos-contaminated spoil has been fenced, covered and secured and will be removed shortly subject to the above cost approvals.

Many thanks

Abi

Abi Williams & Alex Coxall
Parish Clerk

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

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

Please note: The Parish Office will be closed on Friday 1st September.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

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You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk
You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
To view Melbourn Parish Council's Privacy Notice please [click here](#)

Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions. Includes commitments. Excludes transactions with an invoice date prior to 01/04/23

		2023/24 Budget	Reserve Movements	Actual Net	Balance
INCOME					
Conservation					
100	Allotment Rent	£2,800.00	£0.00	£43.41	-£2,756.59
101	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,650.00	£0.00	£3,892.13	-£2,757.87
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£1,935.00	-£2,265.00
Total Cemeteries		£4,200.00	£0.00	£1,935.00	-£2,265.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£715.00	-£2,485.00
320	Hire of Recreation Grounds	£840.00	£0.00	£770.09	-£69.91
340	Pavilion Hire	£315.00	£0.00	£450.00	£135.00
370	Pavilion Hire - MAYD recharge	£0.00	£0.00	£0.00	£0.00
Total Play Areas & Recreation Grounds		£4,355.00	£0.00	£1,935.09	-£2,419.91
Finance & General Purpose					
410	Precept	£314,890.00	£0.00	£157,445.00	-£157,445.00
420	Interest - Deposit Account Unity	£6,000.00	£0.00	£985.39	-£5,014.61
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£1,934.78	£1,934.78
435	Interest - Charity Bank	£0.00	£0.00	£0.00	£0.00
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£26.00	£26.00
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£548.14	£548.14
600	Grants Received	£0.00	£0.00	£0.00	£0.00
650	MCCR/Covid 19	£0.00	£0.00	£0.00	£0.00
660	Timebanking Income	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£320,890.00	£0.00	£160,939.31	-£159,950.69
Highways					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways		£0.00	£0.00	£0.00	£0.00
Rental Property					
900	Little Hands Nursery Rent	£27,000.00	£0.00	£11,250.00	-£15,750.00
Total Rental Property		£27,000.00	£0.00	£11,250.00	-£15,750.00
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£0.00	£0.00	£0.00

Community Benefit Reserve					
960	Solar Farm Grant Income	£0.00	£53,471.73	£53,471.73	£0.00
Total Community Benefit Reserve		£0.00	£53,471.73	£53,471.73	£0.00
S106 & Other Capital Grants Reserve					
140	S.106 Grants	£0.00	£0.00	£0.00	£0.00
141	S106 - Community Transport Service	£0.00	£0.00	£0.00	£0.00
145	Community Capital Grant Fund - Hub Extension	£0.00	£0.00	£0.00	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£0.00	£0.00	£0.00
Celebrating Ages Reserve					
990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Income		£363,095.00	£53,471.73	£233,423.26	-£183,143.47

EXPENDITURE

Conservation					
1000	Allotments	£3,150.00	£0.00	£621.55	£2,528.45
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£13,210.00	£0.00	£2,122.96	£11,087.04
1150	Stockbridge Meadows	£1,650.00	£0.00	£760.00	£890.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£3,112.50	£5,557.50
1300	Public Open Space Maintenance Contract	£6,420.00	£0.00	£2,300.00	£4,120.00
Total Conservation		£33,100.00	£0.00	£8,917.01	£24,182.99
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£738.99	£3,816.01
2100	Cemetery Grounds Maintenance Contract	£5,590.00	£0.00	£2,264.15	£3,325.85
Total Cemeteries		£10,145.00	£0.00	£3,003.14	£7,141.86
Play Areas & Recreation Grounds					
3000	Play Areas	£4,290.00	£0.00	£1,830.50	£2,459.50
3200	Recreation Grounds	£14,190.00	£0.00	£7,343.32	£6,846.68
3400	Pavilion	£10,065.00	£0.00	£4,798.97	£5,266.03
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£13,972.79	£14,572.21
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,900.00	£0.00	£120.30	£1,779.70
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,630.00	£0.00	£1,361.93	£1,268.07
4500	Insurances	£15,950.00	£0.00	£638.55	£15,311.45
4700	Membership of Societies	£1,500.00	£0.00	£1,502.19	-£2.19
4900	Parish Clock	£415.00	£0.00	£0.00	£415.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£3,317.75	£24,172.25
5100	Salaries, NI & Pensions	£82,000.00	£0.00	£33,621.33	£48,378.67
5300	Sundry Expenses	£198.00	£0.00	£375.93	-£177.93
5400	Training	£1,600.00	£0.00	£1,100.00	£500.00
5700	Pension Scheme Charges	£440.00	£0.00	£180.00	£260.00

5900	Bank Charges	£210.00	£0.00	£71.45	£138.55
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,250.00	£0.00	£7,500.00	£2,750.00
6005	Grant funding - MAYD	£6,500.00	£0.00	£0.00	£6,500.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£10,210.00	£0.00	£4,660.74	£5,549.26
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£548.14	£-548.14
6450	PWLB Community Hub - Interest	£27,643.00	£0.00	£13,909.44	£13,733.56
6451	PWLB Community Hub - Capital	£5,311.00	£0.00	£2,567.66	£2,743.34
6452	PWLB Car Park - Interest	£4,986.00	£0.00	£2,534.48	£2,451.52
6453	PWLB Car Park - Capital	£11,902.00	£0.00	£5,909.25	£5,992.75
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£0.00	£0.00
6600	Timebanking Expenses	£390.00	£436.67	£815.60	£11.07
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
6900	Community Events	£3,110.00	£0.00	£1,559.84	£1,550.16
7100	Village Car Park - Rates, Utilities & Maintenance	£15,900.00	£0.00	£6,892.93	£9,007.07
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£436.67	£89,187.51	£157,384.16

Planning

7000	Community Development	£3,200.00	£0.00	£0.00	£3,200.00
Total Planning		£3,200.00	£0.00	£0.00	£3,200.00

Highways

8000	Highways and Footpaths	£0.00	£0.00	£0.00	£0.00
8100	Street Lighting	£1,000.00	£0.00	£260.67	£739.33
Total Highways		£1,000.00	£0.00	£260.67	£739.33

Rental Property

9000	Little Hands Nursery	£6,550.00	£0.00	£225.00	£6,325.00
Total Rental Property		£6,550.00	£0.00	£225.00	£6,325.00

Melbourn Area Youth Develpt Reserve

9500	MAYD Youth Club Expenditure	£0.00	£4,550.36	£4,550.36	£0.00
Total Melbourn Area Youth Develpt		£0.00	£4,550.36	£4,550.36	£0.00

Community Benefit Reserve

9600	Community Benefit Donations	£0.00	£22,978.64	£22,978.64	£0.00
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£22,978.64	£22,978.64	£0.00

S106 & Other Capital Grants Reserve

1400	S106 Expenditure	£0.00	£21,931.43	£21,931.43	£0.00
1410	S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450	Community Capital Fund Grant - Hub Extension	£0.00	£1,059.39	£1,059.39	£0.00
Total S106 & Other Capital Grants		£0.00	£27,990.82	£27,990.82	£0.00

Celebrating Ages Reserve					
4800	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00

Total Expenditure	£328,675.00	£55,956.49	£171,085.94	£235,476.98
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Total Income	£363,095.00	£53,471.73	£233,423.26	-£183,143.47
Total Expenditure	£328,675.00	£55,956.49	£171,085.94	£213,545.55
Total Net Balance	£34,420.00		£62,337.32	

Cash & Bank Balances 31ST August 2023

Ordinary Accounts

Petty Cash	£30.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£153,483.55
Unity Bank Instant Access Deposit	£175,963.50

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,424.21
Nationwide 45 day Business Saver	£116,967.67
Cambs & County 1 Yr Fixed Term	£60,000.00

Total	£622,468.90
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 31st August 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 31st August 2023. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

Variations from Budget

Income:

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

Expenditure:

All expenditure seems to be in line with budget.

Shelley Coulman – RFO Melbourn Parish Council

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross		Transaction Details
6133	DD230817THREE	18/07/2023	£20.00	£4.00	£24.00	£24.00	3 Business Services - Up to 18 July 2023
6144	BACS2307254i	19/07/2023	£355.00	£71.00	£426.00	£426.00	4i Water Services Ltd - Legionella site survey and water testing
6196	DD230807BRITISHGAS	24/08/2023	-£5.50	-£0.28	-£5.78		British Gas - Electricity bill - old recreation ground - 21 Jun - 21 Aug 23
6131	DD230807BRITISHGAS	24/07/2023	£23.30	£1.16	£24.46		British Gas - Electricity bill - old recreation ground - 21 Jun - 24 Jul 2023
6181	DD230907BRITISHGAS	24/07/2023	£8.07	£0.93	£9.00		British Gas - Electricity bill - orchard road cemetery - 21 Jun - 21 Aug 2023
6130	DD230807BRITISHGAS	24/07/2023	£10.02	£0.50	£10.52		British Gas - Electricity bill - orchard road cemetery - 21 Jun - 24 Jul 2023
6149	DDS230822BGAS	01/08/2023	£51.24	£2.56	£53.80	£92.00	British Gas - New Workshop - electricity bill 4 Jul - 1 Aug 2023
6194	BACS230822CAPALC	08/08/2023	£75.00	£0.00	£75.00		CAPALC - 1 day councillor training 16th September 2023
6172	BACS230822CAPALC	08/08/2023	£500.00	£0.00	£500.00	£575.00	CAPALC - Clerks - The Knowledge 2 day training for Alex Coxall and Abi Williams
6145	BACS230825PETTIFER	28/06/2023	£93.78	£0.00	£93.78	£93.78	David William Pettifer - Litter picking
6129	BACS2308**GCLARK	24/07/2023	£11.25	£2.25	£13.50	£13.50	Graham Clark - Expenses - keys cut for little hands gate at Timpsons
6153	BACS230822HARTS	31/07/2023	£140.64	£0.00	£140.64	£140.64	Harts Books - Purchase of 18 books for library
6137	BACS230822H&CGM	27/07/2023	£405.83	£81.17	£487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard
6136	BACS230822H&CGM	27/07/2023	£622.50	£124.50	£747.00		Herts & Cambs Ground Maintenance Limited - Verges
6139	BACS230822H&CGM	27/07/2023	£460.00	£92.00	£552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance Hub Car park Chalkhill Barrow
6138	BACS230822H&CGM	27/07/2023	£755.00	£151.00	£906.00	£2,692.00	Herts & Cambs Ground Maintenance Limited -Old Rec
6142	BACS230822JTRUEMAN	24/07/2023	£178.00	£0.00	£178.00	£178.00	Jason Trueman - June Pavilion Cleaning
6146	BACS230822LUCID	01/08/2023	£134.00	£26.80	£160.80		LUCID Systems - IT Support August 23
6178	BACS230822LUCID	01/07/2023	£134.00	£26.80	£160.80	£321.60	LUCID Systems - IT Support July 24
6168	BACS230822MARKWYER	03/08/2023	£156.30	£0.00	£156.30	£156.30	Mark Wyer - Litter Picking
6182	BACS230829DEOLIV	18/08/2023	£125.00	£0.00	£125.00	£125.00	Matthew De Oliveira - August -Key Services
6170	BACS230822HUB	07/08/2023	£240.95	£9.19	£250.14		Melbourn Community Hub Management Group - PCN
6169	BACS230822HUB	31/07/2023	£1,651.49	£3.30	£1,654.79	£1,904.93	Melbourn Community Hub Management Group - PCN
6134	DD230801NOW	01/08/2023	£36.00	£7.20	£43.20	£43.20	Now Pensions - August 2023 monthly employer service charge
6175	BACS230822PHILIMORE	01/05/2023	£220.45	£44.09	£264.54	£264.54	Phillimore Garden Centre
6132	DD230814PWL	17/07/2023	£1,800.94	£0.00	£1,800.94	£1,800.94	Public Works Loan Board - Loan and interest repayment - Car Park - instalment 1
6174	BACS230822RSD	10/08/2023	£7.99	£1.60	£9.59	£9.59	Road Signs Direct - Brackets for fixing Kingsway sign
6135	BACS230822SHIRES	27/07/2023	£280.00	£56.00	£336.00	£336.00	Shire Trees Limited - Removal of fallen tree on riverside walk, The Moor
6195	BACS230822SLCC	04/08/2023	£120.00	£24.00	£144.00		SLCC Enterprises LTD - FILCA qualification for RFO
6148	BACS230822SLCC	01/08/2023	£20.00	£4.00	£24.00	£168.00	SLCC Enterprises LTD - New Clerk Series - 7 September Abi Williams
5901	DD	01/08/2023	£259.00	£0.00	£259.00		South Cambs District Council - Rates - Pavilion Rec Ground Instalment 5 of 10
5887	DD	01/08/2023	£51.00	£0.00	£51.00		South Cambs District Council - Rates Busrial Ground Orchard Road (5 OF 5)
5911	DD	01/08/2023	£1,272.00	£0.00	£1,272.00		South Cambs District Council - Rates Car Park (5 of 10)
5892	DD	01/08/2023	£79.00	£0.00	£79.00		South Cambs District Council - Rates Victoria Way (5 of 10)
5875	DD	01/08/2023	£32.28	£0.00	£32.28	£1,693.28	South Cambs District Council - Waste Collection at the pavilion 5 of 12
6143	BACS230822STEXPS	26/07/2023	£12.50	£0.00	£12.50		Stephanie Trayhurn - Reimbursement for timebank expenses
6183	BACS230829STEXPS	24/08/2023	£191.45	£0.00	£191.45	£203.95	Stephanie Trayhurn - Timebank expenses for the Timebank Picnic
6150	DD230808YU1	01/08/2023	£42.18	£2.11	£44.29		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/07/23 - 31/07/23
6151	DD230808YU1	01/08/2023	£12.68	£0.63	£13.31		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/07/23 - 31/07/23
6152	DD230808YU1	01/08/2023	£11.79	£0.59	£12.38	£69.98	Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/07/23 - 31/07/23
		07/08/2023			£332.41	£332.41	Soldo Top up
Confidential items eg Salaries, NI & Pensions			8,107.23	-	8,107.23	8,107.23	
			£18,702.36	£737.10	£19,771.87	£19,771.87	

Signature _____ Date _____

Signature _____ Date _____

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

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

INVOICE NO. 1690**DATE** 31/08/2023**DUE DATE** 30/09/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Bennett Room by PCN for August 2023	23	60.00	1,380.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 1st August 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 3rd August 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 8th August 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 10th August 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Monday 14th August 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 15th August 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 17th August 2023	1	60.00	60.00

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Monday 21st August 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 22nd August 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 24th August 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Monday 28th August 2023	1	60.00	60.00
Room Rental - commercial Hire of Norbury Room for PCN. 09:00 to 13:00 Tuesday 29th August 2023	0.50	60.00	30.00
Room Rental - commercial Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 31st August 2023	1	60.00	60.00
Room Rental - commercial Hire of Dickens Room for PCN. 13:00 to 15:00 Tuesday 15th August 2023	0.50	60.00	30.00

Monies to be drawn from the ICB fund

BALANCE DUE

£2,040.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



Tax Invoice

INVOICE TO

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

INVOICE NO. 1691

DATE 31/08/2023

DUE DATE 30/09/2023

TERMS Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Rebill High Capacity Column Scale with Bluetooth and Integrated Height Measure	1	539.99	20.0% S	539.99

Monies to be drawn from the Health S106 fund

SUBTOTAL	539.99
VAT TOTAL	108.00
TOTAL	647.99
BALANCE DUE	£647.99

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	108.00	539.99

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Business Case: Upgrading the Finance System Software & the parish council's IT Software.

1. Executive Summary

This business case proposes the implementation of a new finance system and upgrading the Parish council's IT software to enhance the efficiency and accuracy of the financial processes and administration within the parish council.

The project aims to streamline financial operations, reduce manual errors, improve data security, and provide real-time insights for better decision-making.

2. Problem Statement

The current finance system lacks scalability and is outdated, leading to frequent system crashes and prolonged processing times. The system is inflexible and all reports are exported and manually reworked to provide something that is readable and suitable to make decisions.

Almost all the finance and admin work are manually entered in several places for example the expenditure is entered into the finance system and then re-entered into the bank system, sales invoices are entered onto a word template and then into the finance system, rights of burial entered into the cemeteries system and then onto a word template. Manual entry creates additional room for error as well as increase time to complete tasks.

The current finance system and IT software do not work well together for remote working with reports being saved in a file that is not accessible when working remote.

3. Objectives

- Implement a new finance system and new upgraded office 365 software within the parish council, which will improve the remote working offering, financial management and reporting capabilities.
- Increase the efficiency of financial processes and reduce manual intervention which will save time and allow your resource to add additional value to support decision making and future planning.

4. Benefits

- Improved efficiency: The new finance system & additional modules will automate many manual tasks reducing processing times and improving overall productivity of the Parish office.
- Enhanced accuracy: Software features will minimise the manual processing which in turn will reduce the small errors.
- The new system and IT will create a better remote working facility which will support in attracting staff.
- Upgraded software will ensure the latest security measures are in place to protect against cyber threats and data breaches.
- Cloud based software is updated in real time ensuring that the Parish office is always working on the latest versions.
- All computers are running on different versions and licenses which is making opening and working on documents difficult resulting in more calls to IT.
- Security of documents with access rights being given to particular team members enhancing the overall security of the parish office.

5. Scope

We are requesting the implementation of Rialtas software for Finance, cemeteries, allotments, and assets. This is a sector specific software and therefore the

comparatives are Edge (our current system) and Scribe which is more suited to smaller parish councils.

With the Rialtas software is the ability to link all supporting evidence and move Melbourn Parish Council to a modern paperless office, this element only works with Sharepoint. We are therefore requesting that the current office IT system is moved to Office 365 and a suitable Sharepoint platform is created.

Benefits of Office 365 compared to a local server include:

- Accessibility and collaboration: with Office 365, users can access all applications anywhere with an internet connection. Teams can work on documents together in real time. Will enhance the councils remote working offering and attracting staff.
- Office 365 offers flexible subscription plans that can be adjusted to accommodate the changing needs of the council.
- Automatic updates and maintenance provide access to the latest features and security.
- Office 365 provides robust security measures including data encryption, multi factor authentication and threat protection. It has built in disaster recovery and backup capabilities
- You have all the Microsoft tools needed for a modern office under one subscription including Excel, Word, PowerPoint, outlook, teams, SharePoint. Office 365 regularly introduce new features which will enhance the IT offering in the Parish Council office.

6. Cost Analysis

The project will involve setup and training on all modules with Rialtas these costs are detailed below:

Rialtus	
Purchase & set up of Software	£4,772
Training	£2,100
Annual Costs	£3,275
Total	10,147

The Annual costs are invoiced to March should we go live in June this will be pro - rata.

You can

Estimated Annual on the current system £2,265.38 assuming a 3% increase. We are tied into Edge for one more year so would be an exit fee or the annual cost as well.

Additional modules and functionality of Rialtus include:

Sales order processing

Purchase order processing

The ability to produce all invoices on the system rather than word

The ability to produce all purchase orders and reference back to meeting approvals.

The ability to produce all Cemetery, memorial & allotment paperwork via the system and not via word.

Bacs payments to the bank

Separate cashbooks for Credit card, Debit card, Petty Cash

Monthly budget to monitor spend clearly.

QUOTATION

Prepared for Melbourn Parish Council

Dated 17th July 2023

1. Purchase of Omega Financial Software

Purchase Installation of the following modules of Omega Financial Director for Local Councils

Cash Book/Management Accounts/Annual Budgets	£675
Phased Budgets	£375
Sales Ledger with invoicing	£375
Purchase Ledger with cheque writing/BACS filing	£375
Purchase Order Processing	£375
Remote Install/Setup and Chart Of Accounts	£425*
Purchase of Software	£ 2600
1 st Year Annual Support and Maintenance 5 User Licence	£ 1300
Total Costs 1st Year for Purchase of Software	£ 3900

* plus 45p per mile mileage

Ongoing costs **Please advise ***

Annual Support and Maintenance Multi 5 Users Licence	£1300 per annum
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Making Tax Digital for VAT **Please advise ***

MTD for VAT (if required) Annual Support and Maintenance	£100 per annum
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2. Training

We recommend a minimum of three days training for the above module:

Onsite Training per day	£500 plus 45p per mile mileage
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All of the above prices are subject to VAT at the standard rate.



Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:



Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

QUOTATION

Prepared for Melbourn Parsish Council

Dated 17th July 2023

1a. Purchase of Cemetery & Memorial Management Software

Purchase Installation of the following:

Cemetery Management Solution*	£ 425
Memorials Management *	£ 375
*Links to the Omega Sales Ledger	
Online set up of software	£ 350
Purchase of Software	£1150
1 st Year Annual Support and Maintenance Multi 5 User Licence	£525
Total Costs 1st Year for Purchase of Software	£ 1675

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence	£525 per annum
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2. Training

We recommend one days training for the above module, which is invoiced as taken:

Online Training per day	£500
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All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

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3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

QUOTATION

Prepared for Melbourn Parish Council

Dated 17th July 2023

1a. Purchase of Rialtas Allotment Management Software

Purchase Installation of the following:

Rialtas Allotment Management Software	£ 375
Initial online set up of software and training	£ 275
Purchase of Software	£ 650
1 st Year Annual Support and Maintenance Multi 5 User Licence	£ 225 per annum
Total Costs 1st Year for Purchase of Software	£ 875

1b. Ongoing costs

Annual Support and Maintenance Multi 5 User Licence	£225 per annum
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1c. Optional Functionality * PLEASE ADVISE*****

Allotments Inspections Mobile App Integration	£100 per annum*
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* The Mobile Inspections App is licensed separately from our Partner BBits, for which an additional charge from BBits will apply. If you are interested in this optional functionality, then we can provide more details upon request.

Bbits Mobile Allotments Inspection App

Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at info@bbits.co.uk.

If you wish to place an order with bbits either email them at info@bbits.co.uk or visit <https://bbitsai2.co.uk/surveys/> and select the Allotment Inspection App Service.

1d. Allotments also integrates with Omega Sales Ledger for invoicing



For Omega users if you have sales ledger then we will turn on the integration. If you don't have Sales Ledger and would like this functionality then please request a quote.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
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6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.
9. Rialtas are providing the following aspects of the solution:
 - a. Ability to import the Mobile Inspections App data.
 - b. Ability to view the photographs captured by the Mobile App.
 - c. Ability to provide an export of Plots and Conditions to enable BBits to configure the App with relevant information for the customer.
10. BBits are providing the following aspects of the solution, their terms and conditions will apply, and you should contact them if you have any queries.
 - a. Mobile Inspections App User Support
 - b. Mobile Inspections App Maintenance
 - c. Mobile Inspections App Database Support, Maintenance and Security
 - d. Mobile Inspections Portal to download Inspections Data
 - e. Mobile Inspections App configuration of Plot and Condition list.
11. Rialtas and BBits are each responsible for their respective aspects of the solution. As per points 9 and 10, the customer understands and will contact the relevant company related to the functionality.

Quotation Number : **38247**

Date : 6 September 2023

Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street

Lucid Systems Ltd
44 Felaw Street
Ipswich
IP2 8SJ

Melbourn
SG8 6DZ

RE : SharePoint Migration and 365 Backup

Dear Claire

Move / Migrate all Company Data to MS 365 Share Point online.
Sync and Migrate Personal "My Documents" files with OneDrive
Link all PCs to new Company Data area with in SharePoint
Uninstall and Reinstall of Office for each individual PC
Azure AD join Each device

Qty	Item / Description	Unit Price	Total
1	Migration to MS365 SharePoint online Set-up SharePoint Sites Set-up Security and Permissions Set-up Personal One Drive and Share Point Sync. Migrate Drop Box to SharePoint	600.00	600.00
4	MS 365 Cloud to Cloud backup Per licensed 365 User upto 50 Gb each. Or Based on storage foot print if the storage goes above the 50GB per user combined total. Backup O365 data with 100% fidelity, including full MS Teams support, SharePoint and OneDrive file metadata and sharing permissions Simplify and accelerate data recovery using Afi full-text Exchange mailbox backup search Instant direct download of single items or full user backups in 7+ available formats Easy to navigate point-in-time recovery, high-frequency backups with unlimited versioning 12 month term.	3.00 (Per Month)	12.00

Qty	Item / Description (Continued)	Unit Price	Total
4	Microsoft 365 Business Standard (NCE COM 1YR MTH) Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees. For existing subscribers the committed Licence Period is from Order Date until your next Annual Licence renewal date. For new subscriptions the committed licence period is 12 months. Payable Monthly.	10.30 (Per Month)	41.20
1	Remove and Reinstall Office For all individual Devices	600.00	600.00
1	Amalgamate and sort out e-mail domains To be all bought into Office 365 and sync'd so everyone is using the same e-mail domain		0.00

Subtotal £ 1,253.20

Quotation valid for a period of 7 Days,
stock availability can change at any time.

VAT at 20 % £ 250.64

Total £ 1,503.84

To confirm your order of the above items/services please sign and fax to **0845 8622613** or email to **info@lucidsystems.co.uk**.

Signed.....Date..... PO No.....

Full Terms and Conditions on all of our products available at <http://www.lucidsystems.co.uk/terms>

PC087/23e) To consider proposal for SharePoint Migration and 365 Backup for office

The office would like to look at moving from the current IT set up to a Microsoft 365 solution.

In order to make efficiency savings within the office we believe it would be beneficial to update the IT provision across the 4 members of office staff.

The current system sees different versions of MS running on machines, causing compatibility issues and creating inefficient work practices.

If we were to move Finance system we would need to update our current practices.

Email accounts and calendar set up is currently set up with the primary domain as @melbournpc.co.uk – the 'new' domain is simply pointing to the old. This causes issues with email inboxes as well as calendars. With sharing the Parish Clerk role it is essential that all parties are working in the same way to ensure things aren't falling through compatibility/capability gaps.

The new licenses would give us access to MS apps that would allow for more efficient processes – such as Trello for project management, task allocation etc.

Notes

Suggestion that we work with Cllrs to come up with a proposal to answer any questions you have with regard to the benefits of the system.

Create a final costs comparison – there will be increased costs for running MS 365.

Need to understand relationship and provision currently provided by IONOS.

Need to obtain

Lucid Systems have reviewed our needs and provided a quote for the migration of the office. There are some substantial set-up fees and increases to the monthly fees that we pay now – for what, we would hope, would be a more resilient and capable system.

Current Costs		Proposed costs	
<i>Lucid service contract</i>	<i>£74.00 pm</i>	<i>Lucid service contract</i>	<i>£74.00 pm</i>
<i>Anti virus protection</i>	<i>£8.00 pm</i>	<i>Anti virus protection</i>	<i>£8.00 pm</i>
<i>MS Licenses x 4</i>	<i>£3.00 pm (£12.00)</i>	<i>MS 365 x 4</i>	<i>£10.30 pm (£41.20)</i>
<i>Back ups x 4</i>	<i>£?</i>	<i>MS cloud to cloud backup x 4</i>	<i>£3.00 pm (£12.00)</i>
<i>Managing emails – Ionos</i>	<i>£?</i>	<i>Email management included</i>	<i>?</i>
		<i>Migration to MS 365</i>	<i>£600.00 one off fee</i>
		<i>Removal and reinstall</i>	<i>£600.00 one off fee</i>

Ms Claire Littlewood

Melbourn Parish Council

30 High Street
Melbourn
Royston
Cambridgeshire
SG8 6DZ

06 September 2023

Policy Number: 100723637BDN/LCO02385

Dear Ms Littlewood ,

LOCAL COUNCIL RENEWAL INVITE

We have pleasure in enclosing your renewal invite and terms for your Local Councils Insurance policy, together with a Schedule of Insurance and Statement of Fact. It is important that you review all the documentation, ensuring the information is correct and cover meets your requirements. If any of the information is incorrect, or you would like to make a change to your cover level(s) please contact our team.

Policy Type:	Local Councils
Insurer:	Aviva Insurance Ltd
Renewal Date:	04 October 2023
Premium:	£15,434.22
Arrangement Fee:	£25.00 non-refundable in the event of cancellation

TOTAL PREMIUM £15,459.22

Please note the premium above is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

IMPORTANT DOCUMENTS: Please read the following documents carefully.

- **Policy Schedule:** This is an outline of the cover provided under the policy including cover levels, and relevant sums insured, excesses and exclusions.
- **Statement of Fact:** This is an outline of the information you have provided to Clear Councils and the insurer.
- **Summary of Cover:** This provides a summary of the risk information held and levels of cover provided
- **Policy Summary:** This provides an overview of the key aspects of the insurance policy.
- **Policy Wording:** This sets out the cover provided and the terms, conditions and exclusions which apply.
- **Important Notices & Information Document:** A summary of any important information regarding a Local Councils insurance policy.
- **Clear Councils Cyber Policy Information:** A summary of an additional Cyber Insurance policy Clear Councils can arrange for you.
- **Terms of Business** Clear Councils's Terms and Conditions, which explain how we will manage your policy.
- **Notice to Policyholders:** Details of any important changes to your policy.

Renewal details for any other insurance policies arranged through Clear Insurance Management (CIM) alongside your Local Councils Insurance will be issued under a separate communication.

Policy Documents

Your documents will be emailed, however if you would prefer to receive a copy by post, please let a member of our team know.

Please note if you receive your documents by post a Policy Wording will not be enclosed, the version (v02.10.2019) you have been provided with previously is still valid, however if you would like another copy please contact us on 0330 013 0036 or email councils@thecleargroup.com

Is This Policy Suitable for You?

This policy is designed for Local Town and Parish Councils domiciled in the UK who require insurance cover:

- as an employer against damages and legal costs made against them by employees for injury or disease arising out of their employment
- for claims made against them by third parties for injury, disease or damage to property during the policy term
- for claims made against them by third parties for injury, disease or damage to property caused by or in connection with products sold during the policy term.
- against theft of the council's own money, securities or property by an employee, partner, contractor or volunteer.
- for money which is lost or stolen.
- against the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.
- against libel and slander for certain events.
- for assistance with legal expenses incurred for certain events.

We do not give advice or make a personal recommendation in relation to this policy regarding its suitability for your needs. It's important that you review the cover levels and sums insured and read and understand all documentation and policy terms to ensure it meets your requirements.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils Team on 0330 013 0036.

What is Underinsurance?

This refers to inadequate insurance coverage which could leave you unable to claim for your full loss, and making you susceptible to the average rule, reducing your claim further. We recommend you obtain professional valuations for the reinstatement of your Buildings, every three years, to ensure your sum insured is set at the right level, avoiding the potentially damaging effects of underinsurance.

Index Linking

Certain Sums Insured on this policy are Index Linked, which means they will be adjusted annually according to recognised UK price indices. These indices measure the effect of inflation on such things as the price of raw materials and goods and the cost of labour. Each year, the relevant sums insured are automatically uplifted by your insurers. The revised values will be shown on your policy schedule at each renewal and the appropriate revised proportional premiums are charged accordingly. If your policy is subject to a Long-Term Agreement (see below), index linking will continue to be applied annually, and your premiums will therefore fluctuate proportionally, according to the revised values noted in your renewal invitation schedules. These rates fluctuate monthly, according to the most recent recommendations from the selected indices. Typically, different index linked rates may be applied to Buildings, Contents, Machinery, Plant and Equipment. These annual fluctuations are designed to help your sums insured to keep pace with the effects of inflation, however, you remain responsible for ensuring that your declared values and sums insured represent the correct replacement and/or reinstatement values of the items insured, at all times. Further information and explanation on this subject is available on request from the Clear Councils Team.

Market Selection

We have approached a Single Insurer. You should also be aware that in sourcing and placing business with Aviva Insurance that we have acted as your agent. We will also act as your agent in the event of a claim.

Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities

Please refer to the enclosed Policy Schedule, Policy Summary and Policy Wording which outline all conditions and exclusions applicable to your policy.

Additional endorsements applied to your policy are listed below:

- [30] - Tree Felling and Lopping Cover
- [31] - Fly Tipping Cover
- [AMENDED] - Amended Policy Introduction
- [COVEX] - General Exclusions - Coronavirus
- [GDPRCLP] - Data Protection Act wording amendment (CLP)
- [GDPRELPL] - Data Protection Act wording amendment (EL/PL)
- [IL001] - Index Linking
- [KEYPERSONS] - Key Persons
- [LOR] - Rent Receivable
- [SKATE] - Skate Park Endorsement
- [FLOOD-EXCESS-1000] - Increased Flood Excess - Melbourn Sports Pavilion, The Moor, SG8 6ED
- [FLOOD-EXCESS-2500] - Increased Flood Excess - Cemetery Shed, SG8 6BX
- [FLOOD-EXCESS-2500] - Increased Flood Excess - Cemetery Lychgate, SG8 6BX
- [FLOOD-EXCESS-1000] - Increased Flood Excess - Old Fire Engine House, SG8 6ED
- [FLOOD-EXCESS-1000] - Increased Flood Excess - Little Hands Nursery School, SG8 6ED
- [FLOOD-EXCESS-2500] - Increased Flood Excess - Car Park Workshop and Garage, SG8 6DZ

Full details of these endorsements can be found on the enclosed Policy Schedule. It is important that you read and understand these endorsements, exclusions, limitations and other conditions and warranties. Please contact the Clear Councils Team if you require any further explanation or assistance.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The **Policy Wording** will include conditions that you must meet so cover applies if a claim is made. The insurer can refuse to pay out if all the policy's conditions are not met.

The policy may also include warranties. A **warranty** is a condition you must comply with precisely; if a warranty is not fulfilled, the insurer can suspend cover or cancel it.

Your insurer can refuse to pay out if you don't meet all its conditions. The proposal from the insurer can contain conditions called subjectivities. A **subjectivity** is something the insurer will want you to carry out within a standard timescale. For example, you could be asked to fill in a proposal form, provide details of your claims history, or undertake risk improvement measures.

Excesses

All excesses are detailed in your Policy Schedule, please ensure you familiarise yourself with these. **Please note that, with effect from this year's renewal, the Section 1 - Property Damage Excess has increased from £125 to £250.**

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The insurer may also add an excess or exclusions. An excess is the amount paid, or the insurer holds back in the event of a claim (excess details are noted below). An exclusion is a clause in the policy that states which risks the insurance won't cover.

Important Changes to the Current Policy from Renewal

Details of any changes will be shown on any enclosed 'Notice to Policyholders' or 'Important Information' documents.

Important Information

Please refer to the enclosed **Clear Councils Insurance Important Notices & Information** document.

This policy is renewable.

Duty of Fair Presentation

It is your responsibility to provide a fair presentation of the insurance risk by carrying out a reasonable search for information, including obtaining information from senior managers or other parties within your organisation or anybody who your business outsources any tasks to.

You must disclose every material circumstance which you know or ought to know or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

To ensure that your business is adequately covered, you have an ongoing responsibility to share all material circumstances about your business are accurate and in good faith. Details about your business, its activities and how it is managed must be reported to your insurers. This means you must disclose:

- All known material circumstances which may influence your insurers' assessment of the risk, for example:
 - Changes to your address, premises, or security
 - Contractual obligations to customers and suppliers
 - Changes to processes or your customer base
 - New products and services
 - Importing/Exporting to or from foreign markets
 - Opening offices or employing staff overseas
 - Past Convictions, County Court Judgements, Bankruptcies, or company/individual voluntary arrangements
 - Been the subject of recovery action by HM revenue and customs
 - Been prosecuted, served prohibition, or served an important order or notice under health and safety legislation or environmental protection legislation
 - Been disqualified from being a company director
- The knowledge of your senior management team, as well as directors, middle management and staff who may have knowledge of information material to the nature of your business now or any changes which might affect the profile of your risk in the future.
- You are obliged to undertake a reasonable search of any information relating to your business held by external parties employed to advise the business, such as consultants, managing agents, accountants, solicitors, or risk managers.

Cancellation Rights

You have the right to cancel this insurance after the inception or renewal date, as described in the Insurance Product Information Document (IPID) or in your Policy Wording.

Claims

Insurers require you to notify details of claims or circumstances that may give rise to a claim against you. This Condition sets out the insurer's requirements for notifying claims and the procedures to be adopted and complied with. For example, you must not admit liability or prejudice the insurer's position and if you do, insurers could repudiate claims.

Additional Benefits

Local Council Awards Scheme (LCAS)

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a premium discount, in addition to any discounts already applied to this quotation. Simply contact the Local Councils Insurance Team on the contact number noted below, confirming your LCAS status for us to provide an amended quotation.

Long Term Undertaking (LTU)

This quotation includes a Long-Term Undertaking (LTU) discount. An LTU gives you the benefit of ensuring that your policy will renew based on the same underlying rates as those used for the first year's quotation. Please be aware that premiums are adjusted proportionally, according to any revised sums insured you declare to us, for example, during the policy period, or in advance of a renewal. Premiums are also adjusted proportionally, according to fluctuations in the value of annual index linking applied at each renewal by your insurers (as explained above). Your insurers reserve the right to adjust the underlying rates and terms, where there have been claims made during the period preceding a renewal. Any changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions, will also apply at each renewal. As you have chosen to enter a Long-Term Undertaking, you are agreeing to maintain this insurance policy until point of renewal three years from the commencement of this agreement. This LTU relates solely to this product and cannot be transferred to another policy or insurer.

Other Insurance Products

Clear Cyber for Councils

Working with Talbot Underwriting Ltd we can arrange additional cover which will help you in the event of a cyber-attack, and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- Limit of Indemnity: £250,000
- E-Theft Extension (Social Engineering/Funds Transfer): £25,000
- 10 free device licences for award-winning endpoint protection AVAST Antivirus Pro Plus and cloud data backups (RRP £400 per annum) which satisfies policy conditions.

The policy also offers a range of benefits which are exclusive to the Clear Cyber for Councils policy, including:

- Small councils can work in partnership and have a joint policy with up to 3 other councils, enabling you to split the cost and share the 10 free AVAST Antivirus Pro Plus device licences
- Free 1 hour Cyber/GDPR consultation with a Compliance specialist who has experience as a councillor, to offer information and guidance. Further consultancy is available at an extra cost.

Please find further details enclosed.

Your Parish Online Subscription

Your free Parish Online subscription from Clear Councils Insurance will end at this renewal (date as above). To continue to benefit from using Parish Online, your mapping software renewal subscription will include a 20% discount, courtesy of Clear Councils Insurance. If you wish to renew your subscription or require support please contact support@parish-online.co.uk or visit www.pparish-online.co.uk.

What To Do Next

Please read through the enclosed documents carefully, ensuring the cover details accurately reflect your requirements.

If you would like to go ahead and renew cover, please contact us by phone or email. It is essential that we receive instructions to proceed with cover and payment prior to the renewal date.

Paying for Your Policy

Credit/Debit Card:	Please access our online Clear Self Service Portal* or call Clear on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note Clear is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Close Brothers Premium Finance (CBPF). Clear Insurance Management Limited is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Close Brothers Premium Finance (CBPF)
Loan Amount	£15,459.22
Interest Amount (6.75%)	£1,229.01
10 Monthly Instalments of	£1,668.82
Total Payable	£16,688.23
APR	20.77%
Instalment Term	10 Months
Policy Term	12 Months

The above table shows the premium which would be financed by Close Brothers Premium Finance, at a charge of 7.95% (Typical 20.77% APR variable).

The policy term is 2 months longer than the instalment plan. Financing the premium at £16,688.23 means the overall cost will be more expensive than making a single payment of £15,459.22, the additional cost amounts to £1,229.01

Please refer to the enclosed Premium Finance Information Sheet for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours Sincerely

Clear Councils Team
Email: councils@thecleargroup.com
Telephone: 0330 013 0036
Website: www.clearcouncils.co.uk

The Insured: Melbourn Parish Council
Policy No: 100723637BDN/LCO02385

clear
councils

Local Councils

Statement of Fact

06/09/2023

IMPORTANT - This Statement of Fact provides a record of the information notified to us and facts assumed about you, your business and councillors and clerks. You must check all the information and material facts contained in the Statement of Fact and the Schedule and contact Clear Councils on 0330 013 0036 or by email to councils@thecleargroup.com immediately if any details are incorrect or incomplete.

You should keep this statement of fact for your records.

Your Duty to make a Fair Presentation of Risk

You must make a fair presentation of risk. This means you must;

- disclose every material circumstance you know or ought to know or, failing that, provide enough information to enable Insurers to make further enquiries
- make disclosures in a reasonably clear and accessible manner
- ensure that representations as to a matter of fact are substantially correct
- ensure that representations as to a matter of belief are made in good faith

Material information is information that would influence an insurer in deciding whether a risk is acceptable and if so, the premium, terms and conditions to be applied. If you are in doubt whether a fact is material, you should disclose it, since failure to do so could invalidate your policy, reduce claims settlements or result in a claim not being paid.

Your duties before inception of cover	Your duties after inception of cover	Instructions regarding changes of cover
All material information must be disclosed to insurers to enable terms to be negotiated and cover arranged. This is not limited to answering specific questions that may be asked by us or by the insurer. If you become aware that material information that you have supplied prior to the placement of your insurance contract was incorrect you should tell us immediately.	Your duty to make a fair presentation of risk is re-imposed when there are changes or variations in cover and when the insurance contract is renewed or extended. In addition, changes that substantially increase the risk, or relate to compliance with a warranty or condition in the insurance contract must be notified at once.	Alterations to covers or increases in sums insured etc., will not be effective until insurers have accepted the change and you should not assume that they have done so until you have received confirmation to that effect from Clear Councils. To avoid delay, we therefore suggest that for urgent instructions, you contact us by telephone.

Please contact Clear Councils immediately if you are in any doubt as to whether or not information might be material or if you have any concerns that we might not be aware of all material information.

Claims Experience

All claims, incidents or losses during the past three years in respect of any of the risks to be insured must have been reported to the scheme underwriters, Aviva Insurance Ltd.

Declaration

To the best of your knowledge no Councillor or Clerk has;

- been subject to any County Court Judgements
- had any insurer decline, cancel or refuse to renew insurance
- been convicted/charged/cautioned in respect of any criminal offence
- ever been prosecuted for failure to comply with any Health and Safety or Welfare or Environmental Protection legislation
- been declared bankrupt or disqualified from being a company director or involved in any company that went into receivership, liquidation or administration

Your Property

All property insured including outbuildings will be maintained in a good state of repair.

Where Subsidence is covered all properties are free from any sign of damage caused by subsidence, ground heave or landslip, and have no history of such damage.

You do and will continue to maintain machinery and equipment in a good state of repair.

Fidelity Guarantee

You do and will continue to;

- delete employees' password access or make it invalid immediately when any employee leaves your employment
- make Clear Councils aware of any additional wording included in your last external audit report

Health and Safety

You comply with all appropriate Health and Safety legislation, and follow the guidelines and advice of the Health & Safety Executive.

Client Details

Council Name	Melbourn Parish Council
Address Line 1	30 High Street
Address Line 2	Melbourn
Town	Royston
County	Cambridgeshire
Postcode	SG8 6DZ
Please state to which Rural Community Council (England) or County Voluntary Council (Wales) you are affiliated or in which County area your Hall is situated	Cambridgeshire
Population Size	Up to 10,000
If you do not have an PAYE Reference, please confirm that you are exempt from holding one	To be confirmed
Contact Title	Ms
Contact Forename	Claire
Contact Surname	Littlewood
Contact Telephone	01763 263303
Contact Email Address	parishclerk@melbournpc.co.uk

Verified e-mail address for all communications. Please let the Clear Councils Affinities team know immediately if this address needs to be changed.

Additional Email Address

This is... a new quotation

Mandatory Covers

Public Liability Limit of Indemnity	£10,000,000
Employers Liability Limit of Indemnity	10,000,000
Officials Indemnity Limit	500,000
Libel and Slander Limit	250,000
Legal Expenses Limit	250,000
Money - Cash in Transit, on Premises in Business Hours, in Bank Night Safe	£2,500
Money - Cash in Safe	2,500.00
Fidelity Guarantee Limit	£250,000

Additional Covers

Do you require Additional Covers, as set out below?	Yes
Do you wish to increase the standard limit for any of the above options	Yes
Please enter Contents Limit required	170,004
Please enter Street Furniture Limit required	0
Please enter Gates & Fences Limit required	205,518
Please enter Playground Equipment required	159,300
Please enter War Memorials required	0
Please enter Mowers & Machinery required	0
Please enter Sports Equipment required	0
Total of Higher Values	534,822

Optional Covers

Do you require cover for Buildings

Yes

Buildings Cover (1)

Address Line 1	Melbourn Sports Pavilion, The Moor
Address Line 2	Melbourn
Town	Royston
County	Cambridgeshire
Postcode	SG8 6ED
Please state the Sum Insured	1,337,067
Construction Type	Standard Construction Buildings incl Listed Buildings & Pavilions
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No

Buildings Cover (2)

Address Line 1	Cemetery Shed
Address Line 2	Orchard Road
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6BX
Please state the Sum Insured	81,355
Construction Type	Standard Construction Buildings incl Listed Buildings & Pavilions
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No

Buildings Cover (3)	
Address Line 1	Cemetery Lychgate
Address Line 2	Orchard Road
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6BX
Please state the Sum Insured	181,577
Construction Type	Non-Standard Constrution Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No
Buildings Cover (4)	
Address Line 1	Old Fire Engine House
Address Line 2	High Street
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6ED
Please state the Sum Insured	116,728
Construction Type	Standard Construction Buildings incl Listed Buildings & Pavilions
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No

Buildings Cover (5)	
Address Line 1	Little Hands Nursery School
Address Line 2	The Moor
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6ED
Please state the Sum Insured	1,943,110
Construction Type	Non-Standard Constrution Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No
Buildings Cover (6)	
Address Line 1	Melbourn Community Hub
Address Line 2	30 High Street
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6DX
Please state the Sum Insured	2,351,069
Construction Type	Timber Buildings & Portacabins
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No

Buildings Cover (7)	
Address Line 1	Car Park Workshop and Garage
Address Line 2	Parish Council Car Park, High Street
Town	Melbourn
County	Hertfordshire
Postcode	SG8 6DZ
Please state the Sum Insured	201,621
Construction Type	Standard Construction Buildings incl Listed Buildings & Pavilions
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No
Buildings Cover (8)	
Address Line 1	Churchyard Wall, All Saints Church
Address Line 2	The Cross
Town	Melbourn
County	Cambridgeshire
Postcode	SG8 6DY
Please state the Sum Insured	589,536
Construction Type	Standard Construction Buildings incl Listed Buildings & Pavilions
Is Subsidence cover required	Yes
Has there been any history of subsidence at this location	No

Buildings Cover (9)	
Address Line 1	Boardwalk Nr Stockbridge Meadows
Address Line 2	Melbourn
Town	Royston
County	Cambridgeshire
Postcode	SG8 6FG
Please state the Sum Insured	68,352
Construction Type	Other
Please provide more information	Recycled Plastic Boardwalk
Is Subsidence cover required	No

Do you require cover for CCTV Equipment	Yes
Sum Insured required for CCTV Equipment	21,235
Is cover for Sports Ground Surfaces and/or Concrete, Tarmac or Asphalt Surfaces required	Yes
Sum Insured required for Ground Surfaces	65,011
Is cover for Regalia required	No
Is Business Interruption cover required?	Yes
Do you wish to add cover for Loss of Revenue?	Yes
Loss of Revenue Sum Insured	15,000
Additional Increased Cost of Working sum insured	0
Indemnity Period (months)	12 Months
Do you wish to add cover for Increased Cost of Working?	Yes
Increased Cost of Working sum insured	10,000
Increased Cost of Working Indemnity Period (months)	12 Months
Do you wish to add cover for Loss of Rent?	Yes
Loss of Rent Sum Insured (appropriate to the Indemnity Period selected below)	78,000
Loss of Rent Indemnity Period (months)	36 Months
Do you wish to add cover for Key Persons?	Yes
Is cover for Personal Accident required	Yes
Is cover for Terrorism required	No

The Insured: Melbourn Parish Council
Policy No: 100723637BDN/LCO02385



Do you require No Claims Bonus Protection & Application of Excess Protection	No
Do you require Data Breach Response cover?	Yes
Have you attained an award under the Local Council Awards Scheme?	No
Do you wish to agree to a 3 year Long Term Undertaking (LTU) in return for a discount	Yes
LTU Start date	04/10/2021
LTU End date	03/10/2024

General Questions

(i) No Insurer has declined my/our proposal, cancelled or refused to renew my/our policy, required an increased premium, special terms or conditions for any of the insurance proposed for True

(ii) Neither I/We, nor any other principal members of this organisation have been convicted of any criminal offence other than a motoring conviction True

(iii) I am/We are not aware of any existing circumstances which have resulted or could result in a dispute which may give rise to any payment under this insurance and I/We understand that no such circumstances can be accepted as a foundation of a claim under this insurance True

(iv) I/We declare that the proposer is registered in the United Kingdom, the Isle of Man or the Channel Islands True

To the best of my/our knowledge no partners, principals or directors have; been subject to any county court judgments, had any Insurer decline or refuse to renew Insurance or impose any special terms for acceptance, been convicted/charged/cautioned in respect of any criminal offence, been declared bankrupt or disqualified from being a company director or involved in any company that went into receivership or liquidation, been subject to a recovery action by Customs & Excise or the Inland Revenue. True

Business Description Parish Council

Has the client elected to pay by instalments? No

Has your organisation made, or had made against it, any claims in the last 3 years, whether insured or not? Yes

Have you had any Arson or Flood claims in the last 12 months? No

Have you had more than one Theft, Employers Liability or Public Liability claim in the last 12 months? No

Have any individual claims been settled for more than £5,000 in the last 3 years? Yes

Claims History (1)

Loss Code	02 - Liability
Date of Claim	26/11/2020
Details of Claim	Informed of injury on sports field. No follow up by claimant and no further action but previous insurers file remained open as of inception of policy in 2021.
Claim Amount	0.00
Claim Amount – Outstanding	0.00
Date Claim Closed	04/10/2022

Important Information

Data Protection – Aviva Privacy Notice

Aviva Insurance Limited is the main company responsible for your Personal Information (known as the controller).

We collect and use Personal Information about you in relation to our products and services. Personal Information means any information relating to you or another living individual who is identifiable by us. The type of Personal Information we collect and use will depend on our relationship with you and may include more general information (e.g. your name, date of birth, contact details) or more sensitive information (e.g. details of your health or criminal convictions).

Some of the Personal Information we use may be provided to us by a third party. This may include information already held about you within the Aviva group, information we obtain from publicly available records, third parties and from industry databases, including fraud prevention agencies and databases.

This notice explains the most important aspects of how we use your Personal Information, but you can get more information by viewing our full privacy policy at [aviva.co.uk/privacypolicy](https://www.aviva.co.uk/privacypolicy) or requesting a copy by writing to us at: The Data Protection Team, Aviva, PO Box 7684, Pitheavlis, Perth PH2 1JR. If you are providing Personal Information about another person you should show them this notice.

We use your Personal Information for a number of purposes including providing our products and services and for fraud prevention.

We also use profiling and other data analysis to understand our customers better, e.g. what kind of content or products would be of most interest, and to predict the likelihood of certain events arising, e.g. to assess insurance risk or the likelihood of fraud.

We may carry out automated decision making to decide on what terms we can provide products and services, deal with claims and carry out fraud checks. More information about this, including your right to request that certain automated decisions we make have human involvement, can be found in the "Automated Decision Making" section of our full privacy policy.

We may process information from a credit reference agency, including a quotation search where you are offered an Aviva credit payment facility. More information about this can be found in the "Credit Reference Agencies" section of our full privacy policy.

We may use Personal Information we hold about you across the Aviva group for marketing purposes, including sending marketing communications in accordance with your preferences. If you wish to amend your marketing preferences please contact us at: contactus@aviva.com or by writing to us at: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD. More information about this can be found in the "Marketing" section of our full privacy policy.

Your Personal Information may be shared with other Aviva group companies and third parties (including our suppliers such as those who provide claims services and regulatory and law enforcement bodies). We may transfer your Personal Information to countries outside of the UK but will always ensure appropriate safeguards are in place when doing so.

You have certain data rights in relation to your Personal Information, including a right to access Personal Information, a right to correct inaccurate Personal Information and a right to erase or suspend our use of your Personal Information. These rights may also include a right to transfer your Personal Information to another organisation, a right to object to our use of your Personal Information, a right to withdraw consent and a right to complain to the data protection regulator. These rights may only apply in certain circumstances and are subject to certain exemptions. You can find out more about these rights in the "Data Rights" section of our full privacy policy or by contacting us at dataprt@aviva.com

Fraud prevention and detection

In order to prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this.

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity;
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Fraud prevention and detection

If for any reason you are unhappy with the product or service, please get in touch as soon as possible. For contract details and more information about the complaints procedure please refer to your policy documents. Where a complaint cannot be resolved to your satisfaction you may be able to ask the Financial Ombudsman Service (FOS) to carry out an independent review. Whilst firms are bound by their decision you are not. Contacting them will not affect your legal rights.

You can contact the FOS on 0800 023 4567. You can also visit their website at www.financial-ombudsman.org.uk where you will find further information

Regulatory Status

Risks situated within the UK are underwritten by Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority and our firm's reference number is 202153.

Risks situated within the EEA are underwritten by Aviva Insurance Ireland Designated Activity Company. Registered Office: One Park Place, Hatch Street, Dublin 2, Ireland, D02 E651. Authorised and regulated by the Central Bank of Ireland. Our firm's reference number is No. C171485. Registered UK Branch Address: St Helen's, 1 Undershaft, London EC3P 3DQ. UK branch deemed authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority (FCA reference No.827591) and limited regulation by the Prudential Regulation Authority.

Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website

You may check this information and obtain further information about how the Financial Conduct Authority protects you by visiting www.fca.org.uk

Fraud prevention and detection

If for any reason you are unhappy with the product or service, please get in touch as soon as possible. For contract details and more information about the complaints procedure please refer to your policy documents. Where a complaint cannot be resolved to your satisfaction you may be able to ask the Financial Ombudsman Service (FOS) to carry out an independent review. Whilst firms are bound by their decision you are not. Contacting them will not affect your legal rights.

You can contact the FOS on 0800 023 4567. You can also visit their website at www.financial-ombudsman.org.uk where you will find further information

Financial Services Compensation Scheme

Depending on the circumstances of your claim you may be entitled to compensation from the Financial Services Compensation Scheme (FSCS) if we cannot meet our obligations. See fscs.org.uk.

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise:

- The law applying in that part of the UK, the Channel Islands or the Isle of Man in which you normally live or (if applicable) the first named policyholder normally lives, or
- In the case of a business, the law applying in that part of the UK, the Channel Islands or the Isle of Man where it has its principal place of business, or
- Should neither of the above be applicable, the law of England and Wales will apply.

Financial Services Compensation Scheme

Should you need to make a claim under this policy, please contact us on 0800 015 1468.

In all cases, please quote your policy number.

Copy document availability

The Insured: Melbourn Parish Council
Policy No: 100723637BDN/LCO02385



If you would like to receive copies of your policy documents in paper, please contact your insurance adviser. Copies will be provided free of charge.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

The Insured: Melbourn Parish Council
Policy No: 100723637BDN/LCO02385

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Local Councils

Policy Schedule

06/09/2023

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Melbourn Parish Council
Correspondence Address:	30 High Street Melbourn Royston Cambridgeshire SG8 6DZ
Business:	Parish Council
Schedule produced on:	06/09/2023
The county association of local council you are affiliated to:	Cambridgeshire
Population of Council Area:	Up to 10,000

Period of Insurance

Effective dates	From:	04 October 2023
	To:	03 October 2024
Renewal date:		04 October 2024
Long Term Undertaking:		Expiry Date: 03 October 2024

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£13,780.55
Insurance Premium Tax:	£1,653.67
Total Amount Due (excluding Terrorism):	£15,434.22
<hr/>	
Overall Annual Premium:	£13,780.55
Overall Insurance Premium Tax:	£1,653.67
Policy Administration Fee:	£25.00
Overall Amount Due:	£15,459.22

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£250,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Covered	£25,000

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£6,870,415	£8,244,498
Contents	£170,004	£204,004
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Walls, Gates and Fences	£205,518	£246,621
Playground Equipment	£159,300	£191,160
CCTV Equipment	£21,235	£25,482
War Memorials	£75,000	£90,000
Ground Surfaces	£65,011	£78,013
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	Not Insured	£0
Terrorism	Not Insured	

Section Excess: £125

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Buildings Insured

Location (1):	Melbourn Sports Pavilion, The Moor, Melbourn, Royston, Cambridgeshire, SG8 6ED
Buildings Declared Value:	£1,337,067
Buildings Sum Insured:	£1,604,480
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured

Location (2):	Cemetery Shed, Orchard Road, Melbourn, Hertfordshire, SG8 6BX
Buildings Declared Value:	£81,355
Buildings Sum Insured:	£97,626
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured

Location (3):	Cemetery Lychgate, Orchard Road, Melbourn, Hertfordshire, SG8 6BX
Buildings Declared Value:	£181,577
Buildings Sum Insured:	£217,892
Construction Type:	Non-Standard Construction Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Subsidence Cover:	Included

Buildings Insured

Location (4):	Old Fire Engine House, High Street, Melbourn, Hertfordshire, SG8 6ED
Buildings Declared Value:	£116,728
Buildings Sum Insured:	£140,073
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured

Location (5):	Little Hands Nursery School, The Moor, Melbourn, Hertfordshire, SG8 6ED
Buildings Declared Value:	£1,943,110
Buildings Sum Insured:	£2,331,732
Construction Type:	Non-Standard Construction Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Subsidence Cover:	Included

Buildings Insured

Location (6):	Melbourn Community Hub, 30 High Street, Melbourn, Hertfordshire, SG8 6DX
Buildings Declared Value:	£2,351,069
Buildings Sum Insured:	£2,821,282
Construction Type:	Timber Buildings & Portacabins
Subsidence Cover:	Included

Buildings Insured

Location (7):	Car Park Workshop and Garage, Parish Council Car Park, High Street, Melbourn, Hertfordshire, SG8 6DZ
Buildings Declared Value:	£201,621
Buildings Sum Insured:	£241,945
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured

Location (8):	Churchyard Wall, All Saints Church, The Cross, Melbourn, Cambridgeshire, SG8 6DY
Buildings Declared Value:	£589,536
Buildings Sum Insured:	£707,443
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Included

Buildings Insured

Location (9):	Boardwalk Nr Stockbridge Meadows, Melbourn, Royston, Cambridgeshire, SG8 6FG
Buildings Declared Value:	£68,352
Buildings Sum Insured:	£82,022
Construction Type:	Other
Subsidence Cover:	Excluded

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£15,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable Maximum Indemnity Period: 36 Months	Insured	£78,000
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

The Insured: Melbourn Parish Council
Policy No: 100723637BDN/LCO02385

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Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability <i>(Personal Injury and or Property Damage caused by the Insured's Products)</i>	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250		any one claim or series of claims arising out of any one Occurrence relating to Property Damage
	Nil		all other claims

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Sub-Limits	Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
		Loss of No Claims Discount	£500
		Application of Excess Protection	£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
		Operative Time of Cover	Whilst carrying out official duties
		Scale of Compensation - Ages 16-75	
		1. Death	£100,000
		2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000
		3. Permanent Total Disablement	£100,000
		4. Temporary Total Disablement	£200 per week
		5. Temporary Partial Disablement	£100 per week
		Excess period for items 4 & 5	14 days
		Maximum Benefit Period for items 4 & 5	104 weeks
		In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.	

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your Clear Councils Policy Wording, in addition to the cover provided under the Clear Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above,
or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any replacement legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[LOR] - Rent Receivable

We will pay in respect of rent receivable the difference between

1. The rent which would have been receivable in respect of The premises during the Indemnity Period but for the Damage
2. The amount of rent actually received during the same period

less any savings in charges or expenses of The Business , payable out of rent receivable, which reduce or cease due to the Damage.

If at the time of the Damage the Sum Insured by this item is less than the rent which , but for the Damage would have been receivable during the 12 months from the date of the Damage (proportionately increased where the Maximum Indemnity Period exceeds 12 months) , You will

1. be Your own insurer for the difference
2. bear a rateable share of the loss.

The maximum we will pay is the Sum Insured stated in the schedule.

[SKATE] - Skate Park Endorsement

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim.

You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

[FLOOD-EXCESS-1000] - Increased Flood Excess - Melbourn Sports Pavilion, The Moor, SG8 6ED

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £1,000.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Cemetery Shed, SG8 6BX

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Cemetery Lychgate, SG8 6BX

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-1000] - Increased Flood Excess - Old Fire Engine House, SG8 6ED

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £1,000.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-1000] - Increased Flood Excess - Little Hands Nursery School, SG8 6ED

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £1,000.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

[FLOOD-EXCESS-2500] - Increased Flood Excess - Car Park Workshop and Garage, SG8 6DZ

The Excess amount in respect of Damage to the Property Insured caused by or resulting from storm or flood is increased to £2,500.
For the purpose of this endorsement 'storm' is specifically defined as water entering The Premises from, at, or below ground level.

Long Term Undertaking - Expiry Date 03 October 2024

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the

information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

Invoice

Invoice Number:	LCO02385
Invoice Date:	06/09/2023
Policyholder Name:	Melbourn Parish Council
Policyholder Address:	30 High Street Melbourn Royston Cambridgeshire SG8 6DZ
Policy Number:	LCO02385
Policy Type:	Local Councils
Effective Date:	04/10/2023
Description:	Local Councils Insurance Renewal
Premium:	£13,780.55
Insurance Premium Tax:	£1,653.67
Administration Fee:	£25.00
Total Premium Due:	£15,459.22
Terms of Payment:	In advance of your renewal date 04/10/2023

How To Make Payment:

Credit/Debit Card:	Please call Clear Councils on 0330 013 0036 and have your card details ready.
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.

Thank you for inviting Clear Insurance Management Limited to assist you with your insurance requirements. We undertake to use our skill and care to provide you with the ability to survive the insurable events for which you have asked us to provide cover.

This document sets out the terms on which we agree to act for you and contains details of our regulatory and statutory responsibilities as well as your obligations. It supersedes all versions previously issued by us.

We ask that you carefully read the content and contact us immediately should you require further clarification. These terms become effective as soon as we start exchanging information about your insurance requirements.

ABOUT US

Clear Insurance Management Limited (Clear) is an independent insurance broker, authorised and regulated by the Financial Conduct Authority (FCA) to transact general insurance and consumer credit business. Clear Councils, Clear Wholesale, Clear MPW, Pi-Property Insurance, Marketline, LawSure, LawSure Insurance Brokers, Assured Indemnities, Techinsure, Arborplan, Clear John Ansell, Pet Professionals at Work (PPAW), and British Activity Holiday Insurance Services (BAHIS) are trading names of Clear Insurance Management Limited. Our Financial Services Register number is 307982. You can check this information on the Financial Services Register by visiting the FCA's website at <https://register.fca.org.uk/> or by contacting the FCA on 0800 111 6768 (Freephone) or 0300 500 8082 from the UK, or +44 207 066 1000 from abroad.

We are members of the British Insurance Brokers' Association (BIBA) and the Brokerability network of independent insurance brokers.

OUR PRODUCTS AND SERVICES

As an independent insurance broker, we have access to a wide range of insurance products from many leading insurance companies and Lloyd's underwriters.

Unless otherwise advised, the services we provide (the 'Services') are as follows:

- Acting on your behalf when sourcing and placing your insurance and with any claims made on policies we have arranged
- Providing advice on your risk exposure and insurance needs, based on a fair analysis of the market
- Arranging cover to meet your demands and needs
- Helping with ongoing changes

Clear is not under a contractual obligation to conduct insurance distribution exclusively with one or more insurance undertakings and does not provide personal recommendations. Clear provides advice on the basis of a fair analysis of the market unless we specifically state otherwise.

Unless you tell us otherwise we will act on the understanding that we have your authority to agree to insurance policy wordings on your behalf.

METHODS OF COMMUNICATION

We will normally communicate with you by post, telephone and where available email, in addition to any meetings we may have with you. Other formats are available on request.

Please let us know if you would prefer not to receive communications by any particular medium.

Please note that telephone calls may be recorded for training and monitoring purposes.

INSURER SECURITY

Whilst we monitor the financial strength of the insurers with whom we place business it should be noted that the claims-paying ability of even the strongest insurers could be affected by adverse business conditions. We cannot, therefore, guarantee the solvency of any insurer or underwriter.

A liability for the premium, whether in full or pro rata, may arise under policies where a participating insurer becomes insolvent.

RISK INFORMATION

The terms of any insurance that we arrange on your behalf will be based upon the information provided by you to us or to your insurers.

As a commercial customer, or someone buying insurance mainly for purposes related to your trade, business or profession, you have a duty to give a 'fair presentation' of the risk to insurers. This means that you must clearly disclose every material circumstance which you, your senior management or persons responsible for arranging your insurance, know or ought to know following a reasonable search, before your cover is placed, when it is renewed and throughout the life of the policy. A material circumstance is anything that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If you are in any doubt as to whether a circumstance is material, you are advised to disclose it. Failure to disclose a material circumstance may entitle an insurer to impose different terms on your cover or reduce the amount of a claim payable, and in some cases your cover could be invalidated which would mean that a claim would not be paid. You are advised to keep copies of any correspondence you send to us or direct to your insurers.

OUR REMUNERATION

Remuneration for our services is normally in the form of commission (or brokerage) which is a percentage of your insurance premium and payable by the insurer, a fee, as agreed with you, or a combination of the two.

We may also receive income from providers of premium financing facilities where, with your agreement, we have made such arrangements on your behalf.

We may sometimes also earn income for the provision of other services to you, which will be agreed with you on an individual basis.

In the event of a policy being cancelled mid-term, and not replaced by another policy, we reserve the right to retain the commission and any fees earned on the original transaction.

For each insurance policy, including any subsequent renewal, you have a right to request information regarding any remuneration that we have received as a result of placing your insurance business.

CHARGES

An Administration Fee of £20 may be levied if a cheque payment for premiums due fails to clear through the banking system.

SETTLEMENT TERMS

You are responsible for the prompt settlement of insurance premiums so that we can make the necessary payments to your insurers. Unless otherwise advised, premiums and related fees are due prior to renewal or inception of the policy.

We have no obligation to fund any premiums on your behalf and reserve the right to cancel or lapse your Insurance Policy or cover if you fail to make any payment as it falls due. We cannot be held responsible for any loss which you may suffer as a result of a policy being cancelled or otherwise prejudiced due to the late payment of a premium where the delay is attributable to you.

You shall pay all amounts due in full without any deduction or withholding except as required by law and you shall not be entitled to assert any credit, set-off or counter claim against us in order to justify withholding payment of any such amount in whole or in part. We may, without limiting our other rights or remedies, set-off any amount owing to us against any amount payable by us to you. In the event of late payment, you may be required to pay statutory interest from the due date until the date it is paid.

All amounts payable by you are exclusive of amounts in respect of value added tax chargeable for the time being (VAT). Where any taxable supply for VAT purposes is made by us to you, you shall, on receipt of a valid VAT invoice from us, pay to us such additional amount in respect of VAT as is chargeable at the same time as payment is due.

METHODS OF PAYMENT

We normally accept payments by cheque, credit or debit card or by bank transfer.

Payment by instalments can be arranged with specialist premium finance providers (please note that we act independently of any particular provider). We will give full information about premium payment options when we provide quotations and at renewal. We act as Credit Broker and not the lender.

In the absence of your instructions to the contrary before expiry date, we will automatically renew your policy if payment is usually made by direct debit.

PERSONAL CREDIT CHECKS

To comply with Consumer Credit legislation, providers of personal credit are required to carry out affordability assessments before making advances of credit. This means that whenever we are asked to arrange personal premium finance, we will pass your name, address and date of birth to the finance provider, to enable it to carry out an assessment. In assessing your application, the provider may search information held by a credit reference agency.

Please note the credit reference agency will add details of the search and your application to their records, whether or not your

application proceeds, whilst a record of the search will be added to your credit record, we are advised this will not have any detrimental effect on your credit rating or history.

CREDIT AGREEMENT PAYMENT DEFAULTS

If any direct debit or other payment due in respect of a credit agreement entered into with our suggested provider of premium finance to pay insurance premiums, associated fees and charges is not met when presented for payment, or if you end or do not complete such credit agreement, you acknowledge and agree that it may be necessary for us or the premium finance provider to cancel on your behalf the insurance policies being paid by the said agreement, unless you immediately make other arrangements to pay the remaining balance of the insurance premiums. After cancellation, you agree that you will be responsible for any time on risk charge still outstanding and the finance provider's reasonable costs after application of any refunds allowed by the insurers. You will be responsible for putting in place any alternative insurance arrangements you need, unless you have been able to satisfy the requirements we may have in such a situation to provide an alternative solution.

HANDLING CLIENT AND INSURER MONEY

We hold money received for premiums, return premiums and claims under a non- statutory trust in accordance with the FCA Client Money rules.

1. The Non-Statutory Trust permits us to hold client money as Designated Investments. Any shortfall attributable to falls in market value of client money held as a designated investment in accordance with CASS 5.5.14R will be met by us.
2. The Non-Statutory Trust Deed permits us to use client money held to make advances of credit to our clients in order to fund premiums and facilitate prompt refund and claim payments, subject to strict controls.

In dealing with us you agree to our holding client money in this way. A copy of the Trust Deed is available on request.

In most cases under the terms of our agencies, such money is held on behalf of the insurer at the risk of the insurer who permits their money to be mingled with client money whilst subordinating their own rights to the rights of the clients. Otherwise monies are held on behalf of the client until the insurer is paid. In some cases client money is passed to other authorised intermediaries for onward payment to insurers.

Returns earned on client money and designed investments will be retained by Clear for its own use.

MANAGING YOUR DATA

At Clear we take the protection of our customers' data seriously.

In sourcing, arranging and administering your insurance policies we will need to collect personal information and keep it up to date. We also need to share information with other parties such as insurers, loss adjustors and claims handling companies.

We may also use the data we hold about you to provide you with information about other products and services which we feel are appropriate.

Our Customer Privacy Notice provides details of how we use and share your information as well as your rights and how to exercise them. You can access it at www.thecleargroup.com/privacy-policy or contact us if you would like us to send you a copy.

QUOTATIONS

Unless stated otherwise in our documentation, all quotations provided for new insurances are valid only for a period of 30 days from the date of issue.

You should be aware that quotations may change or be withdrawn if the information given to us or your insurers in proposal forms or declarations differs from that provided at the time the quotation was issued.

CHANGES TO YOUR COVER

We will normally deal with any requests to increase or amend cover on the day your instructions are received, or the next working day if a weekend or public holiday. Sometimes changes cannot be processed without obtaining additional information. If additional information is required we will contact you as quickly as possible.

We will confirm changes to your policy, once agreed, in writing. We will also advise you of any extra premiums you must pay or premiums we must return to you. Refunds of less than £25 may be held to your credit and offset against future premium payments unless you specifically request otherwise.

RECEIPT OF INSTRUCTIONS

We do not consider instructions to arrange or change cover which are sent to us by post, electronic mail or facsimile, or left on voicemail, to have been received until they reach the relevant personnel in our offices. We do not consider instructions sent by text message to have been received until we have responded to the specific message.

We do not accept responsibility for instructions which do not reach us at all due to failures in the postal, electronic or telecommunications systems.

DOCUMENTATION

Our aim is to produce documentation and issue correspondence in a clear and understandable format. In the event of any uncertainty we would ask you to let us know immediately. Our staff are always happy to clarify the cover provided.

You should check all policy documentation to ensure that the details are correct and the cover provided meets with your requirements. Any errors should be notified to us immediately.

All policies contain conditions and exclusions and some contain warranties and excesses. It is your responsibility to examine the documentation to familiarise yourself with these. A breach of a policy condition may result in non-payment of a claim and breach of a warranty may invalidate or suspend the cover if it is not complied with precisely. If you do not fully understand any of your policy terms and conditions or exclusions please contact the office for a fuller explanation.

We recommend that you keep policy documents for as long as a claim is possible under the policy. If your policy includes Employers' Liability insurance, it is prudent to keep a copy of all Employers' Liability Certificates issued.

TRANSFERRED BUSINESS

If we take over the servicing of insurance policies which were originally arranged through another insurance broker or intermediary or directly with an insurer, we do not accept liability for any claim arising out of the advice given by that broker, intermediary or insurer, nor for any errors, omissions or gaps in your current insurance protection.

Please contact us without delay should any aspect of a policy, which has been transferred to us cause you concern or if you need an immediate review. Otherwise we will endeavour to review all transferred policies as they fall due for renewal.

MAKING A CLAIM

Many insurers provide a 24-hour Helpline in respect of claims and you should consult your policy documentation for contact details.

You must report all incidents that could give rise to a claim as soon as you become aware of them, either by contacting your insurer on their helpline or by telephoning our office. You will be advised if you need to complete a claim form or produce documentation to support your claim.

Claim payments will be made in favour of the name shown on the policy. If payment is required to a third party, a signed mandate instruction is required for the insurer to make payment to a specific payee along with a brief explanation for the request.

In certain circumstances late notification may result in your claim being rejected.

If the claim involves damage to your property, please do not dispose of damaged items and/or authorise repair work (except in an emergency or to prevent further damage) until we or your insurers advise that you can.

If your claim involves damage to third party property or injury to persons please pass copies of all correspondence, including solicitors' letters, to us immediately and unanswered. Any attempt to negotiate or respond to the incident, without prior reference to your insurers or us, may prejudice your cover.

You should be aware that a claim arising after renewal of the policy has been invited, may affect the assessment and acceptance of renewal by your insurers.

CONFLICTS OF INTEREST

We aim at all times to treat you fairly. We will not deliberately put ourselves in a position where our interests, or our duties to another party, prevent us from discharging our duty to you. We maintain internal procedures and controls to identify and manage any potential conflicts so that at all times the interests of our customers are reasonably protected.

Where potential conflicts are particularly complex or difficult to manage, we will seek to agree with you the best way to protect your interests and may ask you to confirm that you are happy to proceed on that basis.

COMPLAINTS PROCEDURE

We recognise the importance of service and set ourselves high standards. Should there be an occasion when we do not meet your expectations we are equally committed to dealing with any complaint in a thorough and professional manner.

If you wish to register a complaint or request a copy of our complaints procedures please contact us:

- In writing, addressed to Complaints at the address shown at the end of this document;
- By telephone to 020 7280 3450
- By email to complaints@thecleargroup.com

If you cannot settle your complaint with us you may be entitled to refer it to the Financial Ombudsman Service (FOS). You can find out more about this by visiting the FOS web site at www.financial-ombudsman.org.uk.

If you are not eligible for referral to the FOS, Clear has an appeal process that ensures that your complaint is reviewed by a senior manager not involved in the original Complaint handling.

A copy of our procedures for dealing with complaints is available on request.

FINANCIAL SERVICES COMPENSATION SCHEME

We are included in the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the FSCS if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

Insurance advising and arranging is covered for 90% of the claim, without any upper limit. For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, without any upper limit.

Further details about compensation scheme arrangements are available from the FSCS.

TERMINATION OF AUTHORITY

You may terminate our authority to act on your behalf with 14 days' written notice or as otherwise agreed. Notice of this termination must be given in writing and will take effect from the date of receipt. Termination is without prejudice to any transactions already initiated unless otherwise agreed in writing. You will be liable to pay for any transactions or adjustments effective prior to termination and we will be entitled to retain any and all fees or brokerage payable in relation to policies placed by us prior to the date of termination.

CANCELLATION OF POLICIES

If you wish to cancel your policy you may be entitled to a refund of part of your premium as long as no claims have occurred during the time you have been on cover. The refund due may not necessarily be proportionate to the remaining period of cover. Additionally you should note the following:

- Insurers do not normally allow refunds in cases where a minimum and deposit premium has been charged
- Cancellation may not be possible until you return your certificate of insurance to us or your insurers
- Cancellation of a direct debit does not necessarily cancel a policy and any balance of premium owing may be requested by the insurers.

When your policy ends or is cancelled, we will send you any documentation and information to which you are entitled on request.

LIMITATION OF LIABILITY

We do not accept any responsibility or liability to you under any circumstances for any:

- a) Special, indirect or consequential loss or damage or any loss of profit, income, anticipated savings, production or accruals; or
- b) Loss following declination of a claim, or reduction of any claim indemnity payment or avoidance of your policy by an insurer which results from your:
 - i) failure to provide complete and/or accurate information which we or your insurer have requested from you in quoting for any risk we place on your behalf;
 - ii) breach of any terms, conditions or warranties within your policy of insurance; or
 - iii) failure to comply with any of the claims conditions in your policy of insurance.

Sub-clauses ii) and iii) above do not apply where such breach or failure was caused as a direct result of a breach of duty in the provision of professional services.

Unless otherwise agreed in writing, our total aggregate liability to you in respect of any one claim or series of related claims shall not exceed £10,000,000 (Ten Million Pounds Sterling).

Our liability to you shall also be limited the extent of our responsibility for any loss, taking into account the responsibility of other parties, including you and any sub-broker or placing broker. You agree that our liability shall not be increased by your inability to recover from such other person or party, or your decision not to recover from any other person or party.

Nothing in these terms excludes or limits our liability for death or personal injury caused by our negligence, or for any fraud, fraudulent misrepresentation or breach of any regulatory obligation.

FORCE MAJEURE

We shall not be liable to you if we are unable to perform our service as a result of any cause beyond our reasonable control. In the event of any such occurrence affecting us we shall notify you as soon as reasonably practicable.

LAW AND JURISDICTION

These Terms of Business shall be governed by and construed in accordance with English Law. In relation to any legal action or proceedings arising out of or in connection with these Terms of Business we both irrevocably submit to the exclusive jurisdiction of the English courts.

Clear Insurance Management Limited
1 Great Tower Street
London
EC3R 5AA

Company Reg. No: 3712209

Local Councils Insurance Special Events & Activities Guidelines

Firework Displays / Bonfires / Beacons

If you organise a firework display or bonfire/beacon, you must:

- (1) consult the relevant authorities at least seven days before the event.
- (2) comply with any recommendations or instructions of:
 - (a) the relevant authorities.
 - (b) fireworks manufacturers.
- (3) organise the event in accordance with the latest guidance from the Health and Safety Executive, in particular:
 - (a) storing fireworks in a safe manner.
 - (b) keeping spectators a safe distance away from the display and bonfire.
 - (c) providing an adequate number of marshals or stewards to control spectators.
 - (d) having available means of extinguishing a fire.
 - (e) providing sufficient first aiders.
- (4) obtain fireworks from a reputable manufacturer
- (5) not modify or adapt fireworks
- (6) ensure the display and bonfire is at least 20 metres away from premises or vehicles which you do not own, hire or rent or any flammable or other dangerous materials

If it is not possible to comply with these guidelines for any reason, please contact the Clear Councils Insurance team for further advice.

Christmas Trees and Lights

The tree is to be erected by a competent person

- a) Electrical devices to be connected to mains supply by a qualified electrician with their own Public Liability Insurance
- b) If the tree is erected on land not owned by the Policyholder, the landowner concerned must have their own Public Liability Insurance
- c) The tree must be regularly inspected especially in cases of bad weather

Bouncy Castles and Inflatables

If the Insured hires or operates inflatable equipment the Insured must

- a) ensure all operators have sufficient training and knowledge to understand the procedures and rules regarding the safe use and operation of such devices.
- b) Follow the manufacturers' or suppliers' guidelines in relation to the maximum number of persons allowed in or on such devices at any one time.
- c) Ensure all outdoor devices have adequate anchorage points that must be used at all times.
- d) Inspect all devices daily prior to use and at least annually by a competent person. All defects that are a risk to health & safety must be rectified immediately or the device must be taken out of use until repaired.

Where inflatable equipment is hired in, the Insured must

- a) have in place a system of check to ensure that the supplier has Public and Products Liability insurance, which must not be less than the limit provided to the Insured by this Policy.
- b) keep written details of such insurance including the policy number, insurer and the limit of liability.

Shooting and Archery

- a) Each firing position must be individually supervised and controlled by experienced and qualified persons
- b) An area behind the firing position must be roped off ensuring any person not involved has no access whatsoever
- c) Owners of guns must have their own Public Liability Insurance
- d) No unauthorised persons are to use the guns

Fetes and Galas

- a) Police and Fire Brigade authorities must be consulted at least 7 days prior to the event, and again, their recommendations strictly adhered to
- b) There should be at least 1 steward in attendance for every 100 spectators for the duration of the event
- c) Qualified First Aid personnel must be in attendance with the means available to summon the Emergency Services
- d) All independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability Insurance
- e) The Policyholder must ensure that all areas where events are to take place are suitable for their intended purpose

Playgrounds

In respect of all playground equipment and other amusement devices the Insured must

- a) Inspect all playground and amusement devices at least every seven days. Any damage or defect must be rectified as soon as possible. Defective equipment which is a risk to health and safety must be taken out of use immediately and repaired as soon as possible.
- b) Erect suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
- c) Determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.

Boating ponds and Lakes

In respect of the hiring out of non-powered boats, the Insured must

- a) Inspect the boats daily and rectify any defect as soon as possible. Any defective boat that is a risk to health and safety must be taken out of use immediately and repaired as soon as possible
- b) Supervise the use of boats at all times and persons misusing the boats must be ordered to return to land
- c) Provide life jackets free of charge to hirers of sailing boats and encourage hirers to wear them.
- d) Have a motorised rescue boat, in working order, ready for use at all times.
- e) Have life-saving equipment and the means of summoning emergency available at all times

Any other hazardous activity not previously mentioned must, of course, be notified to your Clear insurance advisor, prior to the activity taking place.

Clear Councils Insurance - Team Contacts

Address: Clear Councils, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester LE19 1SJ
Telephone: 0330 013 0036
Email: councils@thecleargroup.co.uk

clear
councils

Local Councils Insurance Special Events & Activities Guidelines v30.8.23

Commercial Insurance - Additional Product Information

This document should be read in conjunction with the Summary of Cover, and your policy documents.

Where am I covered?

This will depend on the product and choices you have made, please refer to the Summary and policy booklet for details of where you are covered.

What are my obligations?

This is a summary of your main obligations under the policy.

- You must make a fair presentation of the risk to us, which includes telling us of any circumstances which we would take into account in our assessment or acceptance of this insurance - If you fail to make a fair presentation of risk this could affect the extent of cover provided or invalidate your policy
- You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy.
- You must take all reasonable precautions to prevent loss or damage, and comply with any security or other loss prevention conditions in your policy documents
- You must notify us promptly of any event which might lead to a claim and follow the claims procedure set out in your policy
- For further details and any specific obligations relating to your trade or business activities following our assessment of your risk, please refer to your policy documents

When and how do I pay?

Payment options should be discussed with your insurance adviser

.

How do I cancel the contract?

You can cancel your policy at any time during your period of cover, subject to the notice period shown in your policy.

To cancel your policy, contact your insurance adviser.

Aviva Insurance Limited. Registered in Scotland No.2116.

Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Changes to your Policy you need to know about before you renew

This notice tells you about changes to your policy which will take effect from your renewal date as shown on your schedule. Please ensure you read the changes carefully (together with your policy wording), as they will form part of your contract of insurance, and keep them together with your other policy documents.

Coronavirus

We have added the following General Exclusion.

- (3) We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
- (a) Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
or
 - (b) Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,

including, without limitation to the scope of the foregoing:

- (i) Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in (a) or (b) above,
or
- (ii) Any fear or threat of (a), (b) or (i) above.

However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy

- (a) Employers' Liability
 - (b) Public and Products Liability
 - (c) Fidelity Guarantee
 - (d) Officials Indemnity
 - (e) Personal Accident
-

parish clerk

From: [REDACTED]
Sent: 27 September 2023 09:17
To: parishclerk@melbournparishcouncil.gov.uk
Subject: Melbourn Parish Council - Renewal Terms 2023
Attachments: Data Security Breach Endorsement.pdf; renewal_invitation_letter.pdf; statement_of_fact.pdf; policy_schedule.pdf; invoice.pdf; NTP_0823.pdf; Aviva Underwriting Contacts August 2023.pdf; premium_finance_info_aug23.pdf; Commercial TOBA v1.16.pdf; Local Councils Insurance Special Events _ Activities Guidelines v30.8.23.pdf; Local Councils Combined Policy Wording (Oct 2019).pdf; Local Councils Summary of Cover (Oct 2019).pdf; additional_product_info.pdf; BHIB Cyber for Councils.pdf; Coronavirus Exclusion NTP - Local Councils.pdf; BHIB Cyber for Councils.pdf; BHIB Council Subscription Flyer.pdf; BHIB Councils Quote Form.pdf

Hi Abi,

I have pleasure in providing you with your renewal terms from insurers, which I trust you will find to be in order, along with supporting information and our BSII document.

PREMIUM SUMMARY

Class of Insurance	Last Year	Invited Premium (£) 2023/24
Council Combined Insurance	13,257.52	13,780.55
Net Total Excl IPT & VAT	13,257.52	13,780.55
Insurance Premium Tax (IPT)	1,590.00	1,653.67
Professional Fee	Nil	Nil
Administration Charge	Nil	250
Grand Total	14,847.52	15,684.25

PAYMENT OPTION

- Please note that we are able to offer you a 10 month instalment facility at a charge of 7.55%, should this form of premium payment be of interest.

DOCUMENTS

Please find attached the following documents:

- Policy Schedule
- Policy Statement of Fact
- Insurers Notice to Policyholders and supporting documents.
- BSII document
- Invoice
- Parish Online Fact Sheet
- Cyber Factsheet

These attached documents form the basis of your policy and it is therefore essential that the details on the documents are correct. The documents detail any Conditions, Warranties and Endorsements, with which you must be able to comply. In the event of a claim, if any Condition, Warranty or Endorsement has not been complied with, the claim may be invalid. Therefore, if any details need amending, or if you have any questions, please let us know.

Please note that the contact details have been corrected on our system and documentation going forward, but unfortunately that have yet to be updated on the attached documents.

Council Combined

I am happy to confirm that your existing insurers remain competitive at a premium of £15,684.25 inclusive of Insurance Premium Tax at 12% and Administration Fee, which represent an increase of approx. 5.6% in premium from that of last year.


The policy continues to meet all your insurance needs and requirements and I therefore have no hesitation in recommending these to you.

I look forward to hearing from you as to how you wish to proceed, however, in the meantime should you have any queries please do not hesitate to contact me, as will happily resolve on your behalf.


Kindest Regards

[Redacted]
[Redacted]
Sales Manager

 **Web** thecleargroup.com  **Direct** [Redacted]

 **Address** Clear Insurance Management Ltd ,AGM House, Grove Park, 3 Barton Cl, Enderby ,Leicester, LE19 1S



Clear Insurance Management Limited is authorised and regulated by The Financial Conduct Authority. We conduct insurance activities on the basis set out in our Terms of Business which can be viewed [here](#) For details of how we use and share your information as well as your rights and how to exercise them visit our [Privacy Statement](#)

Company Reg No: 3712209. Registered address: 1 Great Tower Street, London EC3R 5AA. This message (including any attachments) is confidential. If you are not the intended recipient you are prohibited from printing, copying or distributing it or otherwise acting upon the information.

PC087/23g) Approve asset management allocation for monies for Little Hands drainage works overspend.

It is proposed that overspend for the Little Hands drainage work be allocated to Asset Management Reserves in line with our current reserves policy.

Extracts from approved precept budget 2023-24

Melbourn Parish Council

Project and Discretionary Items recommended for inclusion in 2023/24 budget

EDGE		Precept	s106	Asset Mgt
9000	Littlehands - drain works	5,000		10,000

<u>Rental Property:</u>			
9000	Littlehands	Annual drain clean (note: additional works 2022)	500
9000	Littlehands	Legionella testing, Roof inspection	550
9000	Littlehands	Unplanned Maintenance - eg signage, anti-vandalism, emergency repairs	500
9000	Littlehands	Maintenance projects - (2022/23 - replace windows); drain works in car park (2023/24)	5,000
6023	Total Rental Property		6,550

From: [REDACTED]
Sent: 23 July 2023 18:09
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Cc: Assistant Clerk Gov <assistantclerk@melbournparishcouncil.gov.uk>
Subject: RE: Ricoh UK

In-Confidence

Hi [REDACTED]

I am pleased to enclose proposal in upgrading your current Ricoh machine you have with us. This machine is the same speed as current . This machine is the latest in technology and has only been launched last month.

Should you wish to proceed the current agreement will be terminated and will be happy to arrange for the new machine to be delivered once you have agreed.

Should you require any additional information will be pleased to answer.

Kind regards

RICOH
imagine. change.

[REDACTED]
Ricoh Uk Limited

Broadgate Tower, 22nd Floor, 20 Primrose Street, London, EC2A 2EW



Toner/Service - www.ricoh.co.uk/eservice

Ricoh Consumable - ricoh.consumable@ricoh.co.uk

Customer Service - 0330 123 0311

Networking - 01604 667835

Deliveries/Transport – 01604814900

The Ricoh eShop - <http://www.ricoh.co.uk/eshop>

<http://workstyle.ricoh.co.uk>



Recommendation for Melbourn Parish



Growth Through Workstyle Innovation

Transform your work environment to enhance innovation and productivity

RICOH
imagine. change.

“We face a world of constant digital change that is redefining industries, markets and workplaces. Our purpose is to bring positive change to every organisation by empowering people and inspiring workstyle innovation. We believe there’s always a better way.”

Phil Keoghan, CEO of Ricoh UK

“The Ricoh MPS solution has helped our organisation optimise its entire, UK-wide printing operation so that we have much more accurate and detailed management information on how print resources are being used. Less, but more efficient equipment, better information about what users need and how print resources are used has enabled the business to reduce overall printing costs.”

Spokesperson, Large Power Utility

Our Founding Principles – Love your neighbour; Love your country; Love your work - were formulated in 1946 by our founder Kiyoshi Ichimura. They form the cornerstones of how we do business and encourage us to constantly improve and contribute to the wellbeing of all stakeholders - including our families, customers, and society as a whole.

By adhering to our management philosophy, we remain true to social and environmental sustainability and our responsibility to future generations.



Prince's Trust



FTSE4Good

CONTACT DETAILS

The Details of your Ricoh Contact

Please see below for the full contact details of your dedicated Ricoh contact. This includes their main office address, phone, mobile, and email.

[REDACTED]
Sales Executive
RicoH UK Ltd
RicoH UK Ltd
22nd Floor, The Broadgate Tower
20 Primrose Street
London EC2A 2EW

[REDACTED]

RECOMMENDATIONS FOR MELBOURN COMMUNITY HUB

Ricoh's Solution Designed To Address Your Needs

Every day, Melbourn Community Hub deals with the business issues and challenges discussed in the previous pages. This section of our proposal highlights Ricoh's recommendations from our wide range of products and services designed to help you resolve these business issues, and implement specific solutions that allow you to achieve the goals of your organisation.

We have listed below a summary of our recommended solution, further details showing the features and benefits have been provided overleaf.

- IM C3010

Ricoh IM C3010

The IM C3010 is the ultimate business partner for remote collaboration and secure, seamless printing and document digitisation.

Designed for sustainability across its lifecycle, the IM C3010 is made using 50% post-consumer recycled plastic while PET toner bottles are produced from 100% recycled plastic. The device boasts market leading low power in sleep mode and typical energy consumption to help businesses achieve their sustainability goals.

The IM C3010 offers incredible performance, extensive connectivity features, outstanding image quality, enhanced paper support, flexible and intelligent support options, and versatile finishing capabilities.



Features and Benefits

- End-to-end security protection
- Smart Operating Panel Apps
- Wide media versatility
- Low energy consumption & TEC
- Workflow & Cloud Integration options
- Responsive and Intuitive User Interface

At a Glance

- **Technology:**
Digital Colour & Android Smart Operation Panel
- **Functionality:**
Standard: Copier; printer, scanner, and document server
Optional: Fax (up to 3 lines)
- **Copy/Print Speed:**
30 pages per minute
- **Scan Speed (ARDF):**
80 images per minute
- **Dimensions (W x D x H):**
587 x 701 x 913 mm
- **Average Monthly Volume:**
5,000
- **Maximum Monthly Volumes:**
20,000

Key Attributes

- **Print resolution:**
Maximum 4800 x 1200dpi
- **Standard PostScript 3 emulation**
- **Paper size:**
A6 - A3 (SRA3 as option)
- **Paper input capacity:**
Max. 4,700 sheets
- **Paper output capacity:**
Max. 1,625 sheets
- **Paper weight:**
Paper trays: 60 – 300 g/m²
- **Paper weight:**
Bypass tray: 52 – 300 g/m²
- **Memory:**
8GB RAM
256GB SSD (1TB optional)

PRICING SECTION

Your Investment in Success and Progress

By selecting Ricoh as your partner, Melbourn Community Hub can be assured that your investment in our print and document management solutions will be reasonable and fair.

Flexible finance options are available to help Melbourn Community Hub proceed with ease and start to take immediate advantage of our recommended solution. Please consider the following:

Melbourn Community Hub can take advantage of a public sector framework agreement for your procurement requirements. We have many years' experience and representation on all of the major framework agreements and we are well placed to help deliver significant cash and efficiency savings.

Ricoh has been approved as an official supplier to the Crown Commercial Services (CCS) framework agreement for the provision of Document Management Services (RM3781)

Our range of products and services, combined with our established presence on the public sector framework agreements provide Melbourn Community Hub access to a true business partner without the need for costly procurement exercises and delivers confidence that we are fully accountable.

We are proud to be able to offer you a choice on how you finance our recommended solution. Melbourn Community Hub can be assured that you will receive our highest levels of service and support, no matter what method you decide is best for you.

Current Costs 5 years

Machine	CPC	Volumes	Costs
MPC3004			
Lease			136.81
Mono	0.002599	2100	5.46
Colour	0.025992	4571	118.81

Total Quarterly Costs £ 261.08 + vat

New Costs 5 years

Machine	CPC	Volumes	Costs
IMC3010			
Lease			136.81
Mono	0.0020	2100	4.20
Colour	0.0201	4571	91.87

Total Quarterly Costs £ 232.88 + vat

All Copy Charges are Inclusive Of

Toner Staples Parts Call Outs Labour

E-Signature

Melbourn Community Hub can take advantage of our recommended solution without delay, by using your electronic signature to place your order. Melbourn Community Hub can contact Greg Aldridge on 02076550100 to request Ricoh documentation, which you can easily review and, because no special software needs to be downloaded or installed, you can conveniently e-sign and return electronically using Adobe Sign™.

We would also like to make Melbourn Community Hub aware that Adobe and Ricoh have teamed up to offer an E-Signature solution that is compliant, very easy to use and at a low price. Implementation is easy and fast. If you would like to learn more about how an E-Signature solution could benefit your business (be that with internal or external documents that need signing) please do speak with me, Greg Aldridge under no obligation.

The Ricoh eShop

The Ricoh eShop is an online platform designed for organisations of all sizes. It is an easy, fast way to place orders for Ricoh and third party products. There is a wide range of products available in the eShop, from media supplies and printer consumables to a comprehensive range of IT solutions.

Features & benefits of the Ricoh eShop include:

- 24/7 access to a wide range of printer, office and IT products through a user friendly interface
- Order with confidence using powerful search and comparison tools to compare products and identify the right solutions for you
- Save time by using repeat order function for regular purchases and save your favourite items
- No upfront payments. All purchases are invoiced using your existing Ricoh account, giving you complete visibility and control over your expenditure
- Peace of mind that your account is completely secure. Additional users are added by invitation only, so you can control who can access and order supplies on your account
- By implementing an approval hierarchy, you can control what is being ordered and how much is being spent on your account
- As well as your account manager, the Ricoh eShop has a dedicated customer support team for any queries or advice. With our live chat feature that is available Mon-Fri, you can expect an instant response
- We are able to create a personalised portal, tailor-made to suit all your business needs
- Want to access our eCommerce platforms via your own internal ERP System? We are able to integrate your system, allowing purchase orders to be generated back to the eShop via cXML PunchOut — making ordering much more efficient.

CUSTOMER CARE

Contact Centre

Ricoh support services are available via telephone, email, web portal (eService), integrated service desk solution and @Remote services. Nationally the Contact Centre handles 1.5 million incoming calls per year, makes 960,000 outgoing calls (customers, third party suppliers etc.) and is a single point of contact for our customers.

Our Contact Centre and helpdesk are operational between Monday to Friday 08:00 and 18:00 hours, on an inclusive "free of charge" basis. However, an enhanced service network is available to provide 24/7 support.

The Contact Centre consists of 140 highly skilled customer centric colleagues with a variety of skills and expertise. All employees undertake on-going development programs which includes extensive customer experience training and technical product knowledge. These range from Customer Service NVQs, ILM (Institute of Leadership and Management) to Incident diagnostic resolution techniques. Ricoh has a dedicated Learning and Development department with partners who support this valuable asset in their development.

Our technical resource team manage customer specialists' incidents and also perform remote incident resolution. This resource monitors all incidents to assist continuity of service for our customers.

At first point of contact, Melbourn Community Hub will be supported by fully trained representatives where a potential resolution is recommended. If resolution cannot be found, the incident is escalated to the appropriate resolver group. The resolver groups consist of Technical field based technicians and our Technical Resource team.

ABOUT RICOH

Corporate Overview

Ricoh is empowering digital workplaces using innovative technologies and services enabling individuals to work smarter. For more than 80 years, Ricoh has been driving innovation and is a leading provider of document management solutions, IT services, commercial and industrial printing, digital cameras, and industrial systems.

Headquartered in Tokyo, Ricoh Group operates in approximately 200 countries and regions. In the financial year ended March 2021, Ricoh Group had worldwide sales of \$15.2 billion (1,685 billion Yen).

The majority of the company's revenue comes from products, solutions and services that improve the interaction between people and information. Ricoh also produces award-winning digital cameras and specialised industrial products. It is known for the quality of its technology, the exceptional standard of its customer service and its sustainability initiatives.

Within the UK, we have 14 offices nationally, Ricoh staff numbers exceed 1,875 of which 476 are service technicians, while revenues exceed £484 million, which is derived from service provision from our 14,000 strong customer base.

Under its corporate tagline, imagine. change. Ricoh helps companies transform the way they work and harness the collective imagination of their employees.

For further information, please visit www.ricoh.co.uk

GENERAL TERMS

Confidentiality

All information within this document is given in the strictest confidence and is considered as Confidential Information and genuine commercially sensitive information. With regards to this, both Ricoh and Melbourn Community Hub shall treat all information detailed in the strictest confidence and shall not, without the prior consent of the other party, disclose any information with regards to this proposal to any other organisations, whosoever they may be. In the event Melbourn Community Hub is compelled by law or by any applicable regulatory agency (including a request to disclose information in accordance with the Freedom of Information Act 2000) to disclose any Confidential Information, Melbourn Community Hub shall immediately consult with Ricoh prior to any such pending disclosure so that the parties may discuss whether the Confidential Information is exempt from disclosure or so that a protective order or other appropriate remedy may be obtained. In the event that such an order or other remedy is not available, Melbourn Community Hub shall disclose only that minimum portion of Confidential Information that it is legally compelled to disclose, consistent with the advice of its counsel.

Disclaimer

Ricoh makes no representations or warranties with respect to the contents or use of this document, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose.

Intellectual Property

Nothing in this document is intended to grant any rights under any patent, copyright or other intellectual property right of Ricoh.

Reservation of Rights

In response to your RFP or invitation, we are pleased to submit this proposal for your consideration. We recognise your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the right to do the same. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and service levels and contemplates that both parties reserve the right to review and negotiate appropriate and mutually acceptable terms and conditions in the exercise of good faith. As is customary for transactions of this type, our proposal is based upon the information provided by you and the assumptions set forth in our response, and any changes to such information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.

Document Validity

The contents of this document are valid for 30 days from 24 July 2023. All amounts are subject to VAT at the current rate. All product images are for illustrative purposes only and are subject to change in accordance with the final solution agreed by the parties

Ricoh Service Offerings

Managed Document Services

Management & targeted support services that encompass the entire document cycle.

Production Print Services

Comprehensive portfolio of integrated solutions for in-house Corporate/ Commercial Printing or Graphic Arts.

Application Services

Development, deployment & flexible support services for developed or packaged application solutions

Communication Services

Development, deployment & integration of visual communication & collaboration solutions.



Business Process Services

Consulting, design, hardware sourcing, installation & support for small, mid & enterprise sized organisations.



IT Infrastructure Services

Business process optimisation, including Document Process Optimisation.



Sustainability Management Services

Services to reduce the environmental impact of business processes & document output.



Workplace Services

Consultancy & development for optimising the efficiency, effectiveness & utilisation of workplace.

RICOH
imagine. change.

Telephone: 01604 814 900

Registration Number: 01271033

Ricoh UK Limited

Registered Office: 2nd Floor,
900 Pavilion Drive,
Northampton,
NN4 7RG

RICOH IM C3010/ IM C3510



Give your teams the tools, technologies and color capabilities they need to be more creative, collaborative and productive.

Intelligent multifunction devices built for your modern office and workstyle.

Business is taking place beyond the physical office. To be successful, companies need versatile technology that reflects new ways of working and collaborating. Our latest series of color multifunction devices reflect that change — offering an array of impressive features to help your entire organization be more efficient and productive.

- Print, copy, scan and fax (optional)
- Output speeds up to 35 ppm
- Eco-friendly, compact design
- Tablet-like Smart Operation Panel
- Mobile connectivity options
- Automatic firmware updates
- Built-in security features
- Outstanding support and uptime
- Seamless cloud connectivity options
- Optional finishing solutions

RICOH IM C3010/IM C3510 main specifications

General

Warm-up time	25 seconds
First output speed	IM C3010: B&W: 4.0 seconds, Color: 6.6 seconds IM C3510: B&W: 4.0 seconds, Color: 6.6 seconds
Continuous output speed	IM C3010: 30 ppm IM C3510: 35 ppm
Memory: standard/maximum	4 GB (mainframe) 4 GB (Smart Operation Panel)
Solid State Drive (SSD): standard/maximum	256 GB
Single-Pass Document Feeder (SPDF) capacity	220 sheets
Weight	218.9 lbs./99.3 kg
Dimensions: W × D × H	23.1" × 27.6" × 37.9" (587 × 701 × 963 mm)
Power source	120V – 127V 60Hz

Copier (standard)

Multiple copying	Up to 999 copies
Resolution	600 dpi
Zoom	From 25% to 400% in 1% steps

Printer (standard)

CPU	Intel Apollo Lake 1.3GHz
Printer language: standard	PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation)
Printer language: option	Genuine Adobe® PostScript® 3™, PDF Direct from Adobe®, IPDS
Print resolution	Up to 1200 × 1200 dpi
Network interface: standard	Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Network interface: option	Wireless LAN (IEEE 802.11a/b/g/n/ac)
Mobile printing capability	Apple AirPrint®, Mopria®, RICOH Smart Device Connector
Windows® environments	Windows® 8.1, Windows® 10, Windows® Server 2012R2, Windows® Server 2016, Windows® Server 2019, Windows® Server 2022
Mac OS environments	Macintosh OS X v10.15 or later
UNIX environments	UNIX Sun® Solaris, HP-UX, SCO OpenServer, RedHat® Linux Enterprise, IBM® AIX
SAP® environments	SAP® R/3®, S/4®
Other supported environments	IBM iSeries AS/400 using OS/400 Host Print Transform

Scanner (standard)

Speed	150 ipm (simplex) 300 ipm (duplex)
Resolution: maximum	Up to 1200 dpi (A5 or smaller paper size)
Compression method	B&W: JBIG2/MH/MMR/MR Color: JPEG
File formats	Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, Encrypted PDF, Searchable PDF* Multi Page: TIFF, PDF (Default), High Compression PDF, Encrypted PDF, Searchable PDF* <i>*Requires optional OCR Unit Type M52.</i>
Scan modes	E-mail, Folder, USB, URL, FTP

Facsimile (optional)

Circuit	PSTN, PBX
Transmission speed	3 seconds (200 × 100 dpi, JBIG, ITU-T (CCITT) test chart #1, memory transmission)
Modem speed: maximum	33.6 Kbps
Resolution: standard	8 × 3.85 line/mm, 200 × 100 dpi
Maximum resolution: option	16 × 15.4 line/mm, 400 × 400 dpi
Compression method	MH, MR, MMR, JBIG
Scanning speed	Up to 94 ppm A4/LT, SEF, standard resolution
Memory: standard	4 MB (320 pages)
Memory: maximum	60 MB (4,800 pages)

Paper handling

Recommended paper sizes	Tray 1: 8.5" × 11" (A4) Tray 2: 5.5" × 8.5" – 12" × 18" (A3 – A6, B4 – B6), Envelopes Bypass Tray: Up to 12" × 18", Envelopes, Custom Sizes [Width: 3.5" – 12.6" (90 – 320 mm), Length: 5.8" – 49.6" (148 – 1,260 mm)]
Paper input: standard	1,200 sheets
Paper input: maximum	4,700 sheets
Paper output: standard	500 sheets 8.5" × 11" (A4) or smaller; 250 sheets (B4) or larger
Paper output: maximum	1,625 sheets
Paper weight	Trays: 16 – 80 lb./166 lb. Index (60 – 300 g/m ²) Bypass Tray: 14 – 80 lb./166 lb. Index (52 – 300 g/m ²) Duplex: 14 – 68 lb./142 lb. Index (52 – 256 g/m ²)
2 × 550-sheet Paper Tray (PB3320) option	Paper size: 5.5" × 8.5" to 12" × 18" (A6 – A3), Paper weight: 16 – 80 lb./166 lb. Index (60 – 300 g/m ²)
1,500-sheet Side Large Capacity Tray (LCIT RT3050) option	Paper size: 8.5" × 11" (A4, B5), Paper weight: 16 – 80 lb./166 lb. Index (60 – 300 g/m ²)
2,000-sheet Large Capacity Tray (LCIT PB3330) option	Paper size: 8.5" × 11" (A4), Paper weight: 16 – 80 lb./166 lb. Index (60 – 300 g/m ²)
Paper types	Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Coated, Envelope, Label, Gloss

Environmental features

Power consumption: maximum	Less than 1,584 W
Power consumption: operation	IM C3010: B&W: 473 W, Color: 522 W IM C3510: B&W: 488 W, Color: 548 W
Power consumption	Ready: 46.2 W Sleep: 0.3 W
TEC ¹	IM C3010: 0.30 kWh IM C3510: 0.35 kWh
ENERGY STAR [®]	Certified
EPEAT [®]	Gold Rated* <i>*EPEAT Gold rating is applicable only in the USA.</i>

¹TEC value is measured based on the ENERGY STAR Ver. 3.0 test method.

- Some options may not be available at the time of market release.
- Specifications are subject to change without notice.
- For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.
- Some features may require additional options and/or charges.

Output trays and finishing options

Internal Multi-fold Unit (FD3020)	Z folding: A3, B4, A4, DLT, LG, LT, 8.5" × 13.4" (Oficio) Half-folding: A3, B4, A4, DLT, LG, LT, 8.5" × 13.4" (Oficio), 12" × 18" Inner/Outer three-folding: A3, A4, DLT, LG, LT, 8.5" × 13.4" (Oficio) Paper weights for folding: Single Sheet mode: 17 – 28 lb./58 lb. Index (64 – 105 g/m ²), Multiple Sheet mode (three-fold only): 17 – 21 lb./44 lb. Index (64 – 80 g/m ²)
Internal Shift Tray (SH3090)	Tray capacity: 250 sheets with 80 g/m ² paper (A4, LT or smaller), 125 sheets with 80 g/m ² paper (B4, LG or larger); Paper size: 12.60" × 23.62" or smaller; Paper weight: 14 – 80 lb./166 lb. Index (52 – 300 g/m ²)
One-bin Tray (BN3140)	Tray capacity: 125 sheets, Paper size: 5.5" × 8.5" to 12" × 18" (A5 – A3); Paper weight: 14 – 80 lb./166 lb. Index (52 – 300 g/m ²)
500-sheet Internal Finisher (SR3310)	Paper size: 5.5" × 8.5" to 12" × 18" (A6 – A3); Paper weight: 14 – 80 lb./166 lb. Index (52 – 300 g/m ²); Staple capacity: 50 sheets (8.5" × 11") (A4), 30 sheets (8.5" × 14" or larger, and/or Mixed Sizes) (B4 – A3); Staple paper size: 7.25" × 10.5" to 11" × 17" (B5 – A3); Staple paper weight: 14 – 28 lb. (52 – 105 g/m ²); Staple positions: Top, Bottom, 2 staples
1,000-sheet Hybrid Finisher (SR3320)	Paper size: Proof Tray: 5.5" × 8.5" to 12" × 18" (A6 – A3); Shift Tray: 5.5" × 8.5" to 12" × 18" (A6 – A3), Paper weight: 14 – 80 lb./166 lb. Index (52 – 300 g/m ²), Staple capacity: 50 sheets; Staple paper size: 8.5" × 11" to 12" × 18" (A4 – A3); Staple paper weight: 14 – 28 lb. (52 – 105 g/m ²); Staple positions: Top, Bottom, 2 staples
1,000-sheet Booklet Finisher (SR3330)	Paper size: Proof Tray: 5.5" × 8.5" to 12" × 18" (A6 – A3); Shift Tray: 5.5" × 8.5" to 12" × 18" (A6 – A3); Booklet Tray: 8.5" × 11" to 12" × 18" (A4 – A3); Paper weight: 14 – 80 lb./166 lb. Index (52 – 300 g/m ²); Staple capacity: 50 sheets (8.5" × 11") (A4), 30 sheets (8.5" × 14" or larger, and/or Mixed Sizes) (B4 – A3); Staple paper size: Normal Staple: 8.5" × 11" to 12" × 18" (A4 – A3); Saddle Stitch: 8.5" × 11" to 12" × 18" (A4 – A3); Staple paper weight: 14 – 28 lb. (52 – 105 g/m ²); Staple positions: Top, Bottom, 2 staples, Booklet

Other options

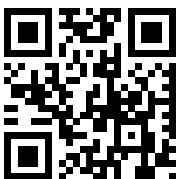
Adobe® PostScript® 3™ Unit Type M52, Bridge Unit BU3100, Cabinet Type A5, Card Reader Cover Type M52, Enhanced Security SSD Option Type M52 256GB, Fax Memory Unit Type M52, Fax Option Type M52, G3 Interface Unit Type M52, HDD Option Type M52 320GB, IEEE 802.11a/b/g/n/ac Interface Unit Type M52, IPDS Unit Type M52, OCR Unit Type M52, Optional Counter Interface Unit Type M12, Power Filter, Punch units (PU3100, PU3080), Unicode Font Package for SAP® 1 License, Color Controller E-26C, EFI Impose Type Digital, EFI Compose Type Digital, Hot Folders Type FS-100, Spot On Type FS100, Auto Trap Type FS-100, EFI CPS V5.X ES-3000 1 year Digital, EFI ES-3000, EFI Productivity Pack for Fiery E22b E22c

Consumables

Toner: black 31,000 prints

Toner: cyan/magenta/yellow 19,000 prints

Consumable yields based on 3 pages/job and 5% coverage on A4 paper



To learn about these intelligent devices, visit ricoh-usa.com or speak with your Ricoh specialist today.

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Ricoh USA, Inc., 300 Eagleview Blvd, Exton, PA 19341, 1-800-63-RICOH

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R4175



**INTERIM STATUTE
INVOICE**

Invoice To:

**Melbourn Parish Council
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ**

By Email:

parishclerk@melbournparishcouncil.gov.uk

**50-60 Station Road
Cambridge
CB1 2JH
Tel: 01223 461 155
Fax: 01223 316 511
www.hcrlaw.com**

Date of Issue and Tax Point	14/08/2023	Invoice Number	581922
VAT Registration Number	GB 979 9180 43	Client Reference	
Standard Terms	On 1 st Presentation	Our Reference	MT03.MEL0123-0023.KD

Invoice	Costs	Disbursements	VAT	VAT Rate
Re: P/O Open Space Greengage Rise				
FOR OUR PROFESSIONAL CHARGES in relation to the above.	£400.00		£80.00	20%
	£400.00	£0.00	£80.00	

Payment to be made to the following Sterling account:

Account name: Harrison Clark Rickerbys Limited
HSBC BANK PLC 6 Broad Street Worcester WR1 3LH United Kingdom
Sort Code: **40-47-17** Account No: **52348586**
IBAN: GB52HBUK40471752348586
BIC Code: HBUKGB4109U
Please use **581922** on all correspondence
Please make cheques payable to Harrison Clark Rickerbys Limited

Invoice Total	£480.00
Less Funds Received on Account	£0.00
Total due	£480.00

Invoices are payable in full on first presentation unless alternative terms have been agreed.
We may charge interest on any outstanding amounts in accordance with our terms of business
Your attention is drawn to the Notice of Rights overleaf

Harrison Clark Rickerbys

For and on behalf of HCR HEWITSONS

NOTICE OF RIGHTS

1. You may have the right to object to the bill by way of the firm's complaints procedure (a copy of which is available upon request).
2. If you are not satisfied with the outcome following conclusion of our complaints process, you may be entitled to complain to the Legal Ombudsman. Any such referral should be made in writing (usually within 6 months) to the Legal Ombudsman directly. The Legal Ombudsman may be contacted at PO Box 6806, Wolverhampton, WV1 9WJ, web site www.legalombudsman.org.uk, telephone number 0300 5550333, and email enquiries@legalombudsman.org.uk.
3. In addition to the above, if you are not satisfied with the amount of our fee you may also be entitled to have our charges reviewed by the Court by making a claim for an order to assess our costs. The procedure is set out in ss.70, 71 and 72 of the Solicitors Act 1974.

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

Transaction number	Payment Reference	Invoice Date	Net	Vat	Gross	Transaction Details	
6218	DD230917THREE	18/08/2023	20.00	4.00	24.00	24.00	3 Business Services - Up to 17 July 2023
6220	BACS230928AJGH	25/08/2023	241.45	48.29	289.74	289.74	AJ Grab Hire - 10.86 12mm Compost - Melbourn Allotments & Haulage
6216	BACS230928BARLEY	29/08/2023	531.00	106.20	637.20	637.20	Barley Property Maintenance - To supply and fit high flow extraction fan to changing room - High flow extractor, Labour
6222	DD230920BGAS	06/09/2023	223.57	11.18	234.75		British Gas - New Workshop - electricity bill1 Aug - 6 Sept 2023
6233	DD230930BGASPAV	16/09/2023	144.87	7.24	152.11		British Gas - Pavilion Electricity - 13/08/23 - 13/09/23
6249	DD231004BRITISHGAS	20/09/2023	14.13	0.71	14.84		British Gas - Electricity bill - old recreation ground - 21 Aug - 20 Sep 23
6250	DD231004BRITISHGAS	20/09/2023	9.08	0.45	9.53	411.23	British Gas - Electricity bill - orchard road cemetery - 21 Aug - 20 Sep 2023
6223	BACS230928PETTIFER	27/08/2023	72.94	-	72.94	72.94	David William Pettifer - Litter picking
6237	BACS230929HARTS	19/09/2023	82.32	-	82.32	82.32	Harts Books - Purchase of 11 books for library
6251	BACS230929HCR	14/08/2023	400.00	80.00	480.00	480.00	Legal fees re Open space Greengage Rise
6198	BACS230928H&CGM	25/08/2023	405.83	81.17	487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard maintenance.
6199	BACS230928H&CGM	25/08/2023	460.00	92.00	552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance Hub Car park Chalkhill Barrow
6200	BACS230928H&CGM	25/08/2023	755.00	151.00	906.00		Herts & Cambs Ground Maintenance Limited - Old Rec
6201	BACS230928H&CGM	25/08/2023	622.50	124.50	747.00		Herts & Cambs Ground Maintenance Limited - Verges
6217	BACS230928H&CGM	25/08/2023	160.00	32.00	192.00	2,884.00	Herts & Cambs Ground Maintenance Limited - Cut Orchard at Stockbridge Meadows
6229	DD231007ICO	30/08/2023	35.00	-	35.00	35.00	ICO - Ico Fee Oct 23 - Oct 24
6221	BACS230928LUCID	01/09/2023	134.00	26.80	160.80	160.80	LUCID Systems - Oct 23
6203	BACS230928MAJESTIC	30/08/2023	320.00	64.00	384.00		Majestic Garden Services - Grays Allotments hedge cutting
6232	BACS230928MAJESTIC	15/09/2023	170.00	34.00	204.00	588.00	Majestic Garden Services - cut, clear and tidy pathway between Greenbanks and Water Lane
6213	BACS230928MARKWYER	01/09/2023	156.30	-	156.30	156.30	Mark Wyer - Litter Picking
6230	BACS230928DEOLIV	11/09/2023	131.00	-	131.00	131.00	Matthew De Oliveira - September - Key Services
6254	BACS230929HUB	31/08/2023	2,040.00	-	2,040.00		Melbourn Community Hub Management Group - PCN room rental - august
6255	BACS230929HUB	31/08/2023	539.99	108.00	647.99		Melbourn Community Hub Management Group - PCN Equipment
6226	BACS230929FIT	25/08/2023	379.87	-	379.87	3,067.86	Melbourn Community Hub Management Group - Feed In Tariff
6253	BACS230921MULTIMATTS	21/09/2023	492.40	98.48	590.88	590.88	MultiMatts - Access matting for use around the parish
6227	BACS230928NBB	16/08/2023	1,022.00	204.40	1,226.40	1,226.40	NBB Recycled Furniture - Purchase of 2 x wheelchair access benches
6197	DD230901NOW	01/09/2023	36.00	7.20	43.20	43.20	Now Pensions - September 2023 monthly employer service charge
6248	BACS230929PKFLITTLE	19/09/2023	1,365.00	273.00	1,638.00	1,638.00	PKF Littlejohn LLP - Professional services fees associated with AGAR review
6228	DD230925PWL	28/08/2023	6,642.79	-	6,642.79		Public Works Loan Board - Loan and interest repayment - Car Park - instalment 1
6234	DD231026PWL	18/09/2023	16,477.10	-	16,477.10	23,119.89	Public Works Loan Board - Loan and interest repayment - Hub - instalment 1
6235	BACS230928RICOH	03/08/2023	250.58	50.11	300.69	300.69	Ricoh UK Limited -Printer Charges May - July
6247	CC230919SAGE	19/09/2023	12.00	2.40	14.40	14.40	Sage Global Services Ltd - Payroll Software Oct
6236	BACS230929SMARRIAGE	18/09/2023	100.00	-	100.00	100.00	Parish Clerk Consultancy Support Sept
5912	DD1	01/09/2023	1,272.00	-	1,272.00		South Cambs District Council - Rates Car Park (6 of 10)
5902	DD2	01/09/2023	259.00	-	259.00		South Cambs District Council - Rates - Pavilion Rec Ground Instalment 6 of 10
5893	DD3	01/09/2023	79.00	-	79.00		South Cambs District Council - Rates Victoria Way (6 of 10)
5876	DD4	01/09/2023	32.28	-	32.28	1,642.28	South Cambs District Council - Waste Collection at the pavilion 6 of 12
6215	BACS230928SBSC	31/08/2023	300.00	60.00	360.00	360.00	Suffolk Brick and Stone Cleaning Co Ltd - Melbourn Bus Shelter: To remove graffiti from stone plaque in bus shelter
6224	BACS230928WRIGHTS	30/08/2023	56.82	11.36	68.18	68.18	Wrights Mower Centre - Repair to Alko BM875ill Scythe Cutter
6204	DD230908YU1	01/09/2023	11.79	0.59	12.38		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/07/23 - 31/07/23
6210	DD230908YU1	01/09/2023	41.75	2.09	43.84		Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/08/23 - 31/08/23
6212	DD230908YU2	01/09/2023	12.68	0.63	13.31	69.53	Yu Energy - Unmetered supply, Melbourn Parish Council, UM501/08/23 - 31/08/23
		21/09/2023			£234.77	£234.77	Soldo Top up
Confidential items eg Salaries, NI & Pensions			6,819.42	-	6,819.42	6,819.42	
			43,331.46	1,681.80	45,248.03	45,248.03	

Signature _____ Date _____

Signature _____ Date _____

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

In respect of

Melbourn Parish Council - CA0179

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2022/23

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

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

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/09/2023

Melbourn Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes	
<p>1. The audit of accounts for Melbourn Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>	
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Melbourn Parish Council on application to:</p> <p>(a) <u>Abi Williams & Alex Coxall, Parish Clerks</u> <u>Melbourn Parish Council, Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ</u> <u>parishclerk@melbournparishcouncil.gov.uk</u> <u>01763 263303 ext.3</u></p> <p>(b) <u>Monday - Friday, 10am - 1pm, 2pm - 3pm</u></p>		<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of <u>£0.30</u> (c) for each copy of the Annual Governance & Accountability Return.</p>		<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Shelley Coulman, RFO, Melbourn Parish Council</u></p>	<p>(d) Insert the name and position of person placing the notice</p>	
<p>Date of announcement: (e) <u>Thursday 28 September 2023</u></p>	<p>(e) Insert the date of placing of the notice</p>	



Ms Abi Williams
Melbourn Parish Council
Melbourn Parish Council
Melbourn Community Hub
30 High street
Melbourn
S98 6DZ

Our ref CA0179
SAAA Ref SB05736
Invoice No. SB20232088
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 19 September 2023

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£1,365.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,365.00
VAT @ 20%	£273.00
TOTAL PAYABLE	£1,638.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include CA0179 or Melbourn Parish Council as the reference.**

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Consideration for use of the Old Rec for paid dog training. PC089/23a)

A resident has requested the use of the Old Rec for 1:1 paid dog training sessions.

This use falls out of the scope previously agreed for the area so we request the Council consider the use and agree terms.

Proposal:

1:1 dog training to be held on the Old Rec. Times would vary week to week but on average sessions would take place 3 – 4 times per week (1 hour at a time), timing could be morning, lunchtime or evenings.

Potentially a class of 6 dogs and owners to be held in the evening (if use of floodlights are permitted) or weekend morning.

Organiser can work around football and cadet timetable if needed.

Request to use floodlights to extend possible session times.

Organiser has provided copies of public liability and certificate of membership to the Institute of Modern Dog Trainers (attached).

It is proposed that we create an agreement for long term use of the Old Rec ground for dog training by one individual at varying times to suit other users. Suggesting a trial period of 3 months to see how this works for both parties.

Comparative costs

BARKway Dog Park*	£8 per hour
Summer House Dog Field*	£10 for 50 mins
Dollys Dog Field*	£7 per 30 mins
Whaddon	£undisclosed – agreement with council to use land

* note these prices are for managed dog fields on an exclusive basis – not public open spaces

Notes

- *Current costs for hire of the Old Rec refer to use as a car park for £10 per hour.*



Certificate of public and products liability insurance

[Redacted]

Certificate of public and products liability insurance

Insured name:

[Redacted]

Address:

Postcode:

Policy number:

PL-P8C10003285625/00

Insurer:

Hiscox Insurance Company Limited

Period of Insurance:

From 17/07/2023 to 16/07/2024 both days inclusive.

This policy is a Continuing cover policy

Limit of indemnity:

£1,000,000
in the aggregate, including all costs

Signed on behalf of Hiscox Underwriting Limited as agent for the Insurers

A handwritten signature in black ink, appearing to read "Jon Dye".

Jon Dye
CEO, Hiscox UK

Note: this certificate is for information purposes only and does not contain the full terms, conditions and exclusions of the insurance cover and does not constitute a contract of insurance.



IMDT

INSTITUTE OF MODERN DOG TRAINERS


CERTIFICATE
— of —
MEMBERSHIP

This certificate is proudly presented to

[Redacted Name]

Who has successfully completed the
IMDT Assessment and passed with

MERIT


Steve Mann
IMDT
INSTITUTE OF MODERN DOG TRAINERS

23rd June 2023

VALID FROM
www.imdt.uk.com
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Site Owner and Site User Grass Pitch Maintenance Agreement (GMA)

Preamble:

A: INTRODUCTION & SCOPE

- 1.0 This agreement has been developed to guide both the site owners (Melbourn Parish Council (MPC)) and site users (Melbourn Dynamos football club (MDFC)) who wish to work in partnership to improve the quality of Grass Football Pitches. It aims to set out the responsibilities of MDFC wishing to improve grass football pitches where the pitches are under the ownership of MPC. It is a vehicle to ensure these two partners work together to achieve the common goal of improving the quality of Grass Football Pitches.
- 1.1 This agreement relates **only** to the improvement of the grass football pitches 1,2,7,8,9 as shown (**see Appendix A**). Other agreements may exist for other aspects of site management at the site and with other partners. Such other agreements are not affected.

B: ETHOS AND PURPOSE

- 2.0 To establish an agreement setting out the roles and responsibilities of the two partners to thus enable them to achieve common aims and objectives to improve the quality of grass pitches at Millennium Copse site. (**The named site**). Note the Millennium Copse site, FF site number 30004595 **named "Millennium Cops"** in PitchPower reports, includes all pitches listed in Appendix A except pitches 3 and 4 which are not in scope of this agreement.. Pitches 5 & 6 will be covered by agreement with another party. For the purposes of this agreement all nominated pitches are defined as the Millennium Copse site
- 2.1 This agreement sets out:
i) the role of the MDFC, the MPC and any third party contractor; and
ii) the information required by the Site Owner so that additional maintenance procedures to be carried out safely.
- 2.2 This agreement sets out a clear understanding of roles and responsibilities and should be developed in good faith and used as a working partnership document.
- 2.3 MDFC as nominated in the agreement has agreed to sign up to receive Football Foundation Grant Aid for the duration of 5 years to improve the quality of the Grass Football Pitches at the Named Site.

C: GENERAL CONTEXT OF PARTNERSHIP AGREEMENT

- 3.0 This agreement is **not a lease**. It is an agreement between the named club (MDFC) and Site Owner (MPC) to carry out additional maintenance procedures to improve the quality of pitches at Millennium Copse site. The site owner commits to give MDFC priority access to pitch bookings as far as is reasonable.

THIS AGREEMENT is dated 19/09/2023

BETWEEN:

(1) The Site Owner – Melbourn Parish Council, The Hub, 30 High Street, Melbourn, SG8 6DZ

and

(2) The Football Club – Melbourn Dynamos FC: 18 Howard Road, Meldreth, SG8 6LU

KEY CONTACTS

(1) Key Contact for Site Owner – The Clerk
(parishclerk@melbournparishcouncil.gov.uk)

(2) Key Contact for Football Club

- a. Club Chair: Mr. Blake Carrington (chairman.mdfc@gmail.com); and
- b. Club Treasurer – Mr. Ian Henderson (mdfcfinance@gmail.com)

KEY INFORMATION

- (A) Melbourn Parish Council is the owner of the ‘Millennium Copse’ site (**the named site**) by the way of Freehold
- (B) The grass football pitches at Millennium Copse site (**the named site**) are used by Melbourn Dynamos football club.
- (C) The parties enter into this agreement in order to set out the terms upon which the MPC and MDFC shall engage a contractor to carry out both routine maintenance works or carry out additional work to improve the quality of the grass football pitches as directed by the terms of a grant from the Football Foundation.
- (D) The Parties in this agreement meet regularly and agree a reporting system to ensure that each partner is kept informed of works.

THE SITE

A pitch layout plan of the Millennium Copse site (**the named site**) is attached in **Appendix A**. (Pitches 3, 4, 5 & 6 shown in Appendix A are not covered by this agreement).

KEY PARTNER ROLES

Site Owner

The site owner is responsible for the following:

- Giving its permission for Melbourn Dynamos football club to carry improvement works to the pitches identified as parish pitches on land adjacent to The Moor, Melbourn, as set out the Grass Pitch Assessment report (and as directed by their funding agreement with the Football Foundation).
- The site owner shall provide an agreed schedule of maintenance to the club that clearly outlines the tasks and frequency for what the site owner is responsible for on an annual basis. This is shown in Table 1.
- As the affected site are accessible to the general public, the Site Owner is responsible for maintaining the relevant site-related public liability insurances.
- The site owner will grant its permission to the Melbourn Dynamos Football Club to performance test the pitches using the Football Foundations **PitchPower app**.
- The site owner will discuss any additional football based site user/ booking requests with the club to ensure that the football pitches aren't being overplayed and the club can continue to meet the required performance standard.
- Both parties to this agreement undertake to work closely together by frequently reviewing the MPC routine maintenance contracts together with the added work dictated by the Football Foundation grant. The objective will be to optimize the use of all funds available to both organisations.

Table 1: Site Owner Current Maintenance Procedures

Description of Task	Frequency
Mowing – Pitches 1, 2, 8 and 9	18 on average per annum
Line Marking 'when required' after each cut –Pitches 1, 2, 8 and 9	18 on average per annum
Aeration – Pitches 1, 2, 8 and 9	October (once per season)
Scarification – Pitches 1, 2, 8 and 9	End of season (once per season)
Feed and level – Pitches 1, 2, 8 and 9	October (once per season)
Repair work – Pitches 1, 2, 8 and 9	Ad-hoc
Mowing – Pitch 7	18 on average per annum
Line Marking 'when required' after each cut – Pitch 7	18 on average per annum
Aeration – Pitch 7	October (once per season)
Scarification – Pitch 7	End of season (once per season)
Feed and level – Pitch 7	October (once per season)
Repair work – Pitch 7	Ad-hoc

Football Club

The football club is responsible for the following:

- Providing an annual schedule of football pitch maintenance works required that are in addition to what is carried out by the site owner – and this is provided in Table 2.
- Ensuring that the tasks required are carried out in accordance with the GMA recommendations and are performance tested using the pitches using the Football Foundation's PitchPower app.
- Ensure that all works carried out by a specialist maintenance contractor are in line with current Health and Safety practices.
- Ensure that accurate records are kept of specialist maintenance contractors commissioned to carry out any pitch improvement works – **Insurance, Method Statement, Risk Assessments, Product Details and Specifications and Safeguarding Certificates (DBS) where applicable.**
- Ensure that the Site Owner is supplied with the contract terms agreed between the MDFC and the specialist maintenance contractor. The following information from specialist maintenance contractors will be supplied to the MPC before any work takes place:

Insurance: The contractor ensures that it always has adequate public liability insurance in place, and it provides a copy of such insurance policies. Recommend £10 million worth of cover.

Method Statement: To ensure contractor method statements are in place for all tasks associated with any works to be undertaken, and to provide on request a copy of such method statements.

Risk Assessment: To ensure risk assessments are in place for all tasks associated with any works to be undertaken and provides a copy of such risk assessments.

Operative Qualifications: It is the contractor's responsibility to ensure that its employees are suitably qualified and training to carry out the planned maintenance procedures. The contractor is required to provide evidence of qualifications for its employees.

Product details/specification: To ensure a detailed specification is in place for **ANY** products that are to be applied during any works undertaken, and to provide on request a copy of such product details/specifications to the site owner.

Safeguarding: In some cases when working on Local authority or School Sites, contractors will be asked to provide evidence of DBS check of its operatives.

Table 2: Football Club Additional Maintenance Procedures

This table gives an overview of the current maintenance procedures carried out by the football club and the new works that is in the guidance given in the Pitch Advisors report.

Currently Undertaken or Will be Undertaken (as per grant report)	Description of Task	Frequency
Currently	Grass Cutting	On average every 16 days
Currently	Make safe before weekend playing	Ad-hoc but on average fortnightly
Currently	White Line Painting	On average once every 16 days
New	Overseeding (whole ground)	Twice per season
New	Application of Fertiliser	At least twice per season
New	Application of selective herbicide	Once
New	Goal Mouth Repairs	Monthly
New	Decompaction	Twice per season
New	Slitting	At least 4 times per year
New	Surface Grooming	Not funded

Payment of the Planned Additional Maintenance Procedures

Melbourn Dynamos Football Club has received a Football Foundation Grant towards carrying out additional works set out above and detailed in the Grass Pitch Assessment Report.

Melbourn Dynamos Football Club is responsible for paying the contractor to carry out the works agreed but will agree with the Site Owner (Melbourn Parish Council) the timing of each element of this work so to ensure best-value to all parties.

The Melbourn Dynamos Football Club will agree with the Site Owner the most cost-effective solution to make this payment and provide full transparency of invoices and monies paid.

Melbourn Dynamos Football Club will be responsible for the monitoring of spend, collation of accounts and reports required by the Football Foundation to satisfy the terms of the PitchPower grant.

Changes to this Agreement

This agreement can only be changed with full consultation of all partner agencies and should be done in consultation the relevant County Football Association and the Football Foundation.

This agreement will be subject to review every three months, with the first review due to take place before 16th January 2024

Signed by Site Owner:
Abigail Williams, Clerk to Melbourn Parish Council

Date:

Signed by Football Club:
Mr Blake Carrington, Club Chair

Date:

Appendix A – Site plan



From: [REDACTED]
Sent: 12 September 2023 22:04
To: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Subject: Melbourn WI Poppy installation

Dear Sophie

Can I please confirm dates for the poppy installation. We would like to put it up on Thursday 19th October and take down on Friday 17th November. Please can you confirm these dates are agreeable to you.

Kind regards

[REDACTED]

Melbourn WI.

It was decided they would hang from the village sign on either side. It will be netting with poppies attached and spread out to the base of the concrete base. This would not interfere with the path. I have attached a picture to give an idea of what we would like to accomplish. Last night's email was to confirm the dates we would like to install and take down.

Example



parish clerk

From: Local Projects <Local.Projects@cambridgeshire.gov.uk>
Sent: 19 September 2023 16:14
To: parish clerk
Subject: RE: LHI 24/25 Round Expression of Interest Survey

Dear Melbourn Parish Council,

You are eligible to have a project considered each year through the LHI scheme, as long as you have an highway issue requiring improvement you are welcome to submit a bid regardless of whether you were successful the previous year.

Kind regards,

Peter Prendergast
Business Support Officer

Highways & Transport Directorate
Cambridgeshire County Council
Contact Centre: 03450 455212



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: Local Projects <Local.Projects@cambridgeshire.gov.uk>
Sent: 07 September 2023 12:23
To: Local Projects <Local.Projects@cambridgeshire.gov.uk>
Subject: LHI 24/25 Round Expression of Interest Survey

Good morning,

In advance of the 24/25 LHI application round, which will open from the end of October, we are asking for an Expressions of Interest from potential applicants. This is to help us gauge the number of applications around the county, and within each district. The following link will take you to a short survey which will take two minutes to complete.

<https://forms.gle/tQSXXpsbA3T7B58Z6>

Please can I ask you to complete this by the **end of September** to allow us to review prior to the application window opening. Prior to the window opening the team will be inviting members and applicants to question and answer style sessions to tell people more about the process and answer any questions potential applicants might have. These are likely to run in mid-October, with invites being circulated in due course.

If you have any questions, please let us know.

Kind regards,

[REDACTED]

**Group Manager, Design & Delivery
Project Delivery**



Place and Sustainability
Cambridgeshire County Council
A: New Shire Hall, Emery Crescent, Alconbury, Huntingdon PE28 4YE

I choose to work flexibly and sometimes send emails outside office hours. I don't expect you to respond to my emails outside your own office or working hours.

The information in this email could be confidential and legally privileged. It is intended solely for the addressee and they will decide who to share this email with (if appropriate). If you receive this email by mistake please notify the sender and delete it immediately. Opinions expressed are those of the individual and do not necessarily represent the opinion of Cambridgeshire County Council. All sent and received email from Cambridgeshire County Council is automatically scanned for the presence of computer viruses and security issues. Any personal data will be processed in line with the Data Protection legislation, further details at www.cambridgeshire.gov.uk/privacy Visit www.cambridgeshire.gov.uk

The information in this email could be confidential and legally privileged. It is intended solely for the addressee and they will decide who to share this email with (if appropriate). If you receive this email by mistake please notify the sender and delete it immediately. Opinions expressed are those of the individual and do not necessarily represent the opinion of Cambridgeshire County Council. All sent and received email from Cambridgeshire County Council is automatically scanned for the presence of computer viruses and security issues. Any personal data will be processed in line with the Data Protection legislation, further details at www.cambridgeshire.gov.uk/privacy Visit www.cambridgeshire.gov.uk

From: [REDACTED]
To: parishclerk@melbournpc.co.uk
Subject: Trailer parking, Melbourn Village Car Park
Date: 20 September 2023 17:52:29

Dear sir/madam,

I am writing to request permission to please leave my kebab van trailer in situ overnight at the Melbourn village car park. I heard that the Parish Council can make a decision outside of applying to South Cambridgeshire Council, hence my email to you direct.

I have been running the kebab van in Melbourn for a very long time and believe that my business and I have become a part of the village. I offer a consistent, regular service to the villagers and was able to do this even throughout the recent coronavirus outbreak and lockdown. I believe that the van offers the people of Melbourn and surrounding areas an important function in the form of take away food during a time of day not supported by other businesses in the area.

The ability to leave the van trailer on site would assist me in many ways which I will explain in detail. Once the trailer and van are coupled together they form a long vehicle which can be stressful and difficult to position and manoeuvre, particularly when I arrive as there are often children gathering in the car park. The goods inside my van often become displaced and fall when I position and park the van for my shifts as I drive across the sleeping policemen. The length of the vehicles when coupled causes me considerable stress due to turning difficulties at Cherry Farm where I currently park the trailer. There is also better security in place in Melbourn due to the security cameras which would help me protect my business (and therefore my service to the village) against vandalism.

I have many years of experience driving, moving and parking the van but even so, it does cause me considerable stress. I would also like the opportunity to hire additional staff to allow me to take a day off while still providing a service to the locals seven days a week. At the moment I work seven days and I am certain that if additional staff were not expected to take the responsibility of coupling, manoeuvring and parking the trailer, I would have success in hiring somebody local to assist me.

I would be very grateful if you would please consider my request. Even if it were for a trial period before making a final decision. If there is any additional information that I can provide, I would be happy to do so.

Kind regards,

[REDACTED]

[REDACTED]

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

January to March	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	Costs and Time
Maintenance of Site Infrastructure	Keep area around benches and picnic tables clear of nettle	HIGH	Conservation warden with assistance from Volunteers	Appropriate treatment fluid for Information Board	Conservation warden time through Jan to March
	Clean and treat wooden benches				
	Keep area around Boardwalk clear of reeds and encroaching weeds				
	Treat Information Board woodwork as necessary and clean glass				
	Car park area keep clear of weeds and litter				
Maintenance of Wildflower Meadow	Cut Wildflower meadow and sow appropriate wildflower seed e.g. yellow rattle	HIGH	Conservation warden with assistance from Volunteers	Purchase of wildflower seed	Conservation warden costs.
Maintenance of Reed beds and scrapes	Cut back reeds in scrapes to provide open water and suitable environment for amphibians to spawn	HIGH	River Mel Restoration Group volunteers	Purchase of two lightweight scythes	RMRG volunteer time approximately 3 hours Estimated cost of one scythe = £85 incl VAT
April to September					
Maintenance of Amenity Grassland area	Cut monthly as a minimum -grass to be cut to 5-10cm in height	HIGH	Contractors under advisement of Conservation Warden	Dependent upon the growing season cutting may need to run into October	Contractors' costs and time

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

April to September(contd.)	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIME
Maintenance of Main paths	Cut paths to 2 metres wide	HIGH	Contractors under advisement of the Conservation warden		Contractors' costs and time
	Rabbit scrapes to be filled in as necessary to maintain safe pathways	HIGH	Conservation warden	Top soil to fill in the scrapes	Conservation warden's time and costs
Minimal maintenance of rough grassland and cowslip area	Minimal cut to Cowslip area during the growing season	Medium	Conservation warden		Conservation warden's time and costs
Maintenance of woodland and scrub area	Keep paths clear of overhanging branches Review Trees health and assess need for replacements	HIGH	Conservation warden		Conservation warden's time and costs
Maintenance of lizard area	Ensure 3 paths cut and remain open through the area	HIGH	Contractors under advisement of Conservation warden		Contractors' costs and time
Invasive species	Regular assessment of the reserve to identify early intrusion of invasive species	HIGH	Conservation warden with assistance from volunteers	Investigate resources required to treat invasive species	Conservation warden's costs and time
Maintenance of Old Orchard	Keep nettles under control by strimming area monthly through the growing season Prune Plum and Gage trees in June/July Check tree guards Water replacement trees	HIGH	Conservation warden with assistance from volunteers	Access to water source in reserve at present non available	Conservation warden's costs and time

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

April to September(contd.)	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIMES
WILDFLOWER MEADOWS	Using Allen Scythe cut meadows in middle of August and rake off approximately two to three weeks later depending upon the weather and ground conditions Rakings to be placed in lizard area	HIGH	Conservation warden to cut meadow Volunteers to rake off cuttings and remove to lizard area		Conservation warden's costs and time
October to December					
Maintenance of Site Infrastructure	Keep area around benches and picnic tables clear of nettle Clean and treat wooden benches Keep area around Boardwalk clear of reeds and encroaching weeds Treat Information Board woodwork as necessary and clean glass Car park area keep clear of weeds and litter	HIGH	Conservation warden with assistance from Volunteers	Appropriate treatment fluid for Information Board Consider use of Herbicides to keep weeds under control in car park	Conservation warden time through October to December
Old Orchard	Prune apple trees as needed	HIGH	Conservation warden with assistance from Volunteers		Conservation warden's costs and time
Maintenance of Bird boxes	Check boxes for damage and replace as necessary	HIGH	Conservation warden with assistance from Volunteers		Conservation warden's costs and time

STOCKBRIDGE MEADOWS ANNUAL WORKPLAN 2024

October to December (contd.)	ACTIVITY	HIGH	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIMES
Maintenance of Bird boxes	Record usage. Empty and clean before replacing on site	HIGH			Conservation warden's costs and time
Maintenance of reed beds and scrapes	Cut back reeds in scrapes to provide open water. Rake off cut reeds	HIGH	Volunteers	Purchase of two lightweight scythes	Volunteers time Cost of scythes see Jan to March for costings.
Throughout year	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIMES
DEVELOPMENT OF VOLUNTEER GROUP	Develop plan to recruit volunteers Develop links with Timebank and Local corporates	HIGH	Volunteer leaders with Conservation warden input and assistance	Consider provision of secure container for storage of tools to be sited in car park To avoid volunteers transporting tools to site each time.	Cost of suitable container
	Assistance from Parish Council with advertising volunteer opportunities		Melbourn Parish Council		Volunteers time
	Increase Public awareness of reserve	Consider ways to inform public regarding habitats and the wildlife in reserve e.g. writing regular articles in Melbourn magazine, parish magazine.	HIGH		Volunteers and local wildlife experts
Develop links with local schools, youth groups and nurseries	Contact identified schools etc to discuss ways of developing strong links	HIGH	Volunteer leads with support from Conservation warden		Volunteers time.

How to declare a local nature reserve

To declare your site as a LNR, first you should contact Natural England by email: consultations@naturalengland.org.uk or telephone: 0300 060 3900.

You'll be asked to formally declare your LNR by sending a draft declaration document - you can use this [declaration document template](#) (MS Word Document, 26 KB). It must be signed by the relevant local authority committees, have a map showing the boundary and a management plan detailing:

- ownership of the land
- any agreements or partnerships
- why the LNR site was chosen
- aims and objectives
- biodiversity management and environmental education
- community participation, access and visitor management
- costs and funding arrangements

Following the consultation you will be asked to send the final declaration document to Natural England, signed by the relevant local authority committees.

Announce your local nature reserve

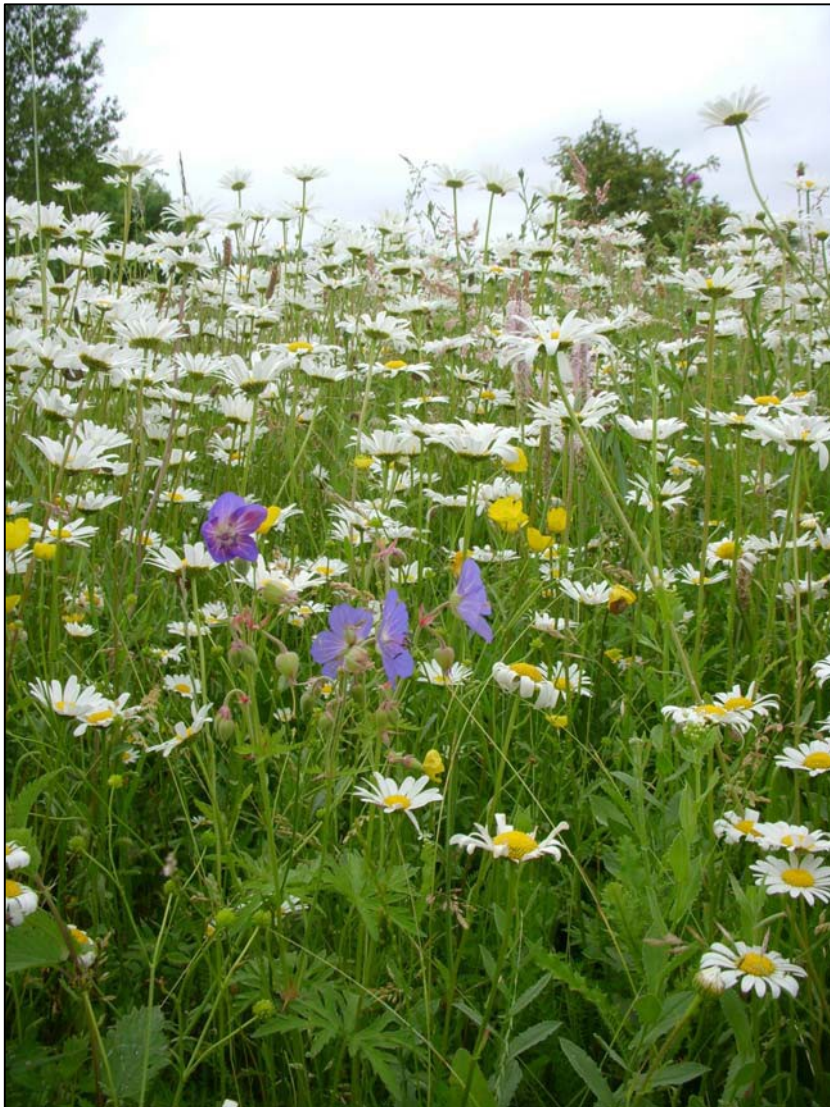
You should put an advert announcing the LNR in a local paper - you can use this [sample notice](#) (MS Word Document, 25 KB) - and let the public inspect the declaration and boundary map free of charge.

You can hold an official opening ceremony once you have formally declared your LNR.

Natural England will add your LNR to the [Designated Sites View website](#) which provides information about LNRs to the public.

Stockbridge Meadows Management Plan

2023 – 2028



Produced by Maureen Brierley

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Annual workplan	
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1.0 General Information

Area: Approximately 5.2 hectares. When considered with nearby land (within mixed private ownership) then a much larger mix of grassland, parkland, orchard and river exists in the order of 44.2 hectares in direct connection with the site.

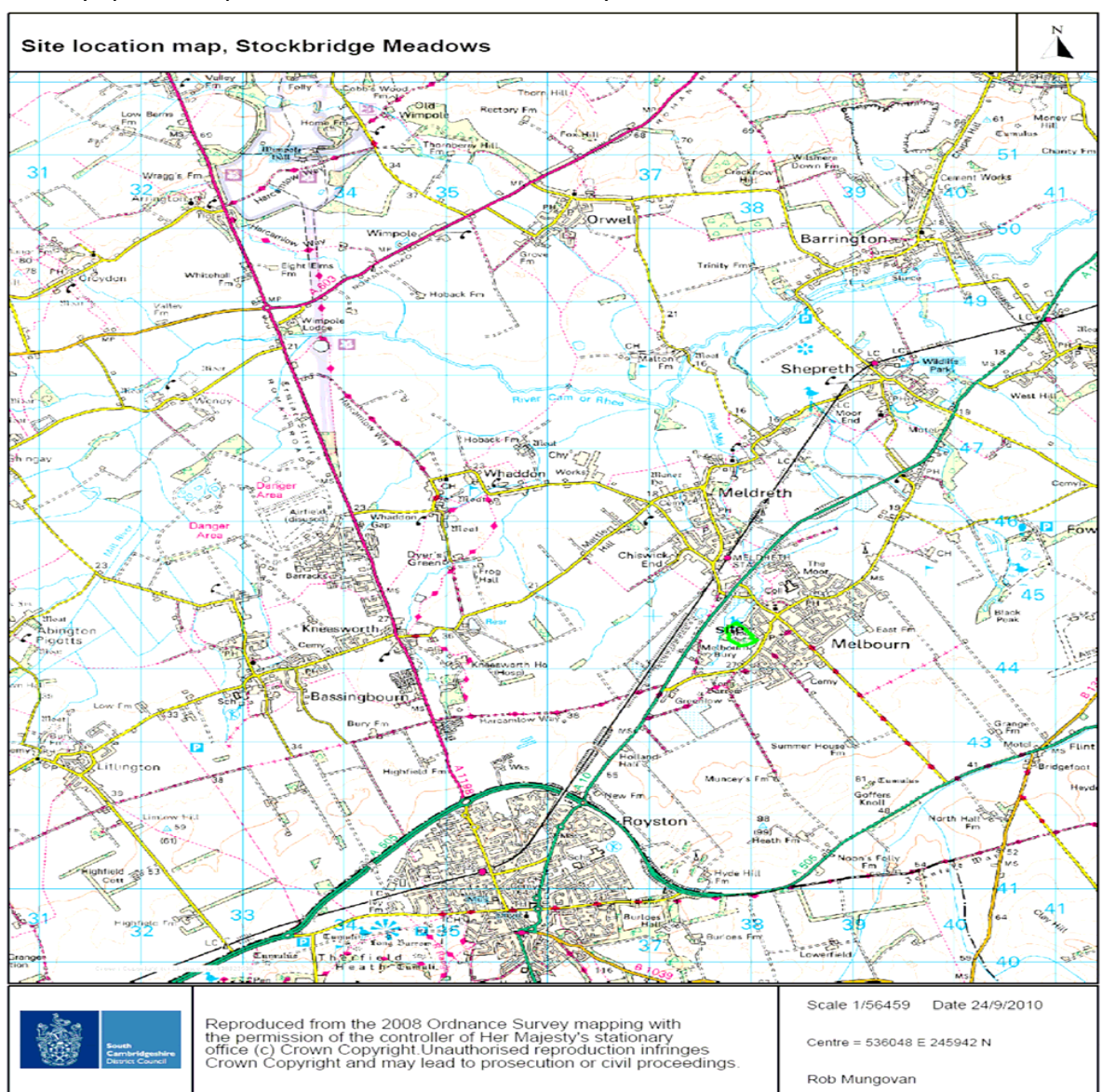
Ownership: Melbourn Parish Council since 29th October 2008

Opened to public: 7th August 2012

Site name: Stockbridge Meadows

Ordnance Survey map sheet 154, grid ref TL 379 445.

Status: Fields in Trust – registered in 7th August 2012. The site is recognised as a village amenity space for quiet recreation and nature study.



1.1 Site location (Figure 1)

The site is situated off Stockbridge Meadows residential road in the village of Melbourn, South Cambridgeshire. The site is accessed via a vehicular drive (with parking area) off Stockbridge

Meadows Road. Signs are in place to guide public access. A kissing gate allows access to the site. Hard surfacing

has been provided to assist wheel chair and pram access. A locked field gate allows machinery into the site from the parking area. A hard surfaced access to enable disabled access has been provided.

The River Mel, a rare chalk stream flows from its source into and through Stockbridge Meadows, continuing its journey via Sheene Mill and through the villages' recreational fields.

1.2 Management

The management of the site was transferred to Melbourn Parish Council following the completion of the adjacent residential development of Stockbridge Meadows estate. Development of Stockbridge Meadows nature reserve formed part of the permissions for the housing development. Management of the site continues to follow the plan developed by South Cambridgeshire Ecology Officer. The site is managed to maintain the footpaths for public access by an agreed grass cutting regime with local contractor. The wildflower meadow is cut by the Village Rangers in line with the management plan. A small group of volunteers provide support to the Rangers assisting in the maintenance of the site. Risk assessments are provided by the Parish council or Volunteer leader as appropriate.

1.3 Designations

Fields in Trust – registered in 7th August 2012.

1.4 Site History

Prior to the site being laid out for public access the following description was applicable: *The land comprises extensive areas of regenerating scrub and remnant orchard, together with rough grassland sloping down towards the river, the banks of which are fringed by a strip of rough grassland and tall ruderal vegetation and augmented by pollard white willow. The northern edge of the site is marked by a hedgerow and scrub, which connects to the River Mel to the west, together with a number of veteran ash pollards, coppices and associated standing and fallen deadwood. The river meanders to form part of the southern boundary as well, whilst the east of the site is bounded by a combination of scrub and garden boundary vegetation from the adjoining properties.*

The river is relatively enclosed in nature and is associated with wide marginal areas encompassing reedbeds and other marginal plants, with occasional outgrown willow pollards dotted along its length. A fringe of emergent plants may be seen at the base of both banks, which are generally relatively shallow in profile. "Landscape and Ecology Management Plan" CSa Environmental Planning 2004

In January 2008 the site was laid out to maximise public access and enjoyment of the site. The main works included:

- Provision of a boardwalk to the river
- Creation of 2 shallow scrapes

- Planting of new plum and apple trees in the old orchard area
 - Planting of a pear orchard
 - Opening up of river views at 2 locations
 - Provision of a site interpretation board
 - Planting of new scrub areas
-
- Planting of standard trees
 - Planting of wildflower meadow areas
 - Planting of amenity grassland area
 - Creation of rolled grass paths
 - Provision of dog mess bins
 - Provision of picnic benches

1.5 Management achievements – since the site opened to public access the Parish Council staff and volunteers have maintained and improved the above areas.

- Cutting and raking of wildflower meadow and seeding with new wildflower stock
- Maintenance of old orchard area and planting of replacement heritage plum and apple trees
- Development and maintenance of reed bed areas (shallow scrapes)
- Maintaining river view areas by careful management of reeds and weed growth in river
- Further provision for reptiles by building of log piles
- Removal of litter as necessary
- Provision of new Boardwalk to maintain public ability to access river views.

Key to the success of the site is to increase biodiversity and maintain the open grassland land, whilst keeping the site accessible to all.

1.6 Connectivity with other sites

Stockbridge Meadows lies within the village of Melbourn with private land bordering its boundaries. There are important wildlife sites within a 5-mile radius.

- a) River Mel is a chalk stream whose source lies just outside Stockbridge Meadows with the river flowing along the sites borders and onwards to join the River Rhee. The River Mel is approximately 5 miles in length.
- b) RSPB Fowlmere – RSPB (SSSI name is Fowlmere Watercress Beds) OS Map ref:TL406461 – connectivity to Melbourn village due to farmland abutting the reserve
- c) L-Moor Shepreth – OS map ref: TL385475 managed by Beds, Cambs and Northants Wildlife Trust – there is connectivity here due to the course of the River Mel through Meldreth and connection with Guilden Brook.
- d) Melwood – OS map ref: TL 37804590, owned by Cambridge County Council leased to Meldreth Parish Council and managed by Melwood Volunteers abuts the River Mel as it passes through Meldreth
- e) Therfield Heath – Stockbridge Meadows is owned Bt MSSSI managed by The Conservators for Therfield Heath

1.7 Purpose of declaration

Melbourn Parish Council's purpose is to strengthen the identity of the site by gaining official recognition of Stockbridge Meadows as a Local Nature Reserve (LNR). This is to provide more protection for the site while increasing its biodiversity and ensuring a green space for the use and enjoyment of the local community. During the Covid pandemic the community found visiting the area helped with anxiety and stress created by the pandemic. It is well documented that green spaces such as Stockbridge Meadows sited within the middle of a village helps mental health issues. As referenced above, the site is near to other important wildlife sites, with Stockbridge Meadows helping to connect and enhance the collection of important sites within the wider area. It is also an important habitat for pollinating insects, badgers, water voles and reptiles.

The Parish Council is committed to developing further conservation plans for the village and see the gaining of local nature reserve status as an important platform to launch their plans.

1.8 Known constraints

The River Mel's source lies on the edge of Stockbridge Meadows and during prolonged drought the river has dried up. The Environment agency in consultation with the River Mel Restoration Group are exploring mitigation steps to improve support to the river in times of drought.

Sufficient manpower and finance to maintain and develop the site are recognised constraints by Melbourn Parish Council.

1.9 Access and management policies

Stockbridge Meadows is accessible to the public twenty-four hours a day throughout the year. Access to the site by vehicle is through the entrance which lies off the road Stockbridge Meadows. This entrance leads to the nature reserves car park. Pedestrian access is through the same entrance. There are signs indicating access to the car park and reserve.

Management policies are provided as required by Melbourn Parish Council and the appropriate Local authority.

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Stockbridge Meadows Riverside Park



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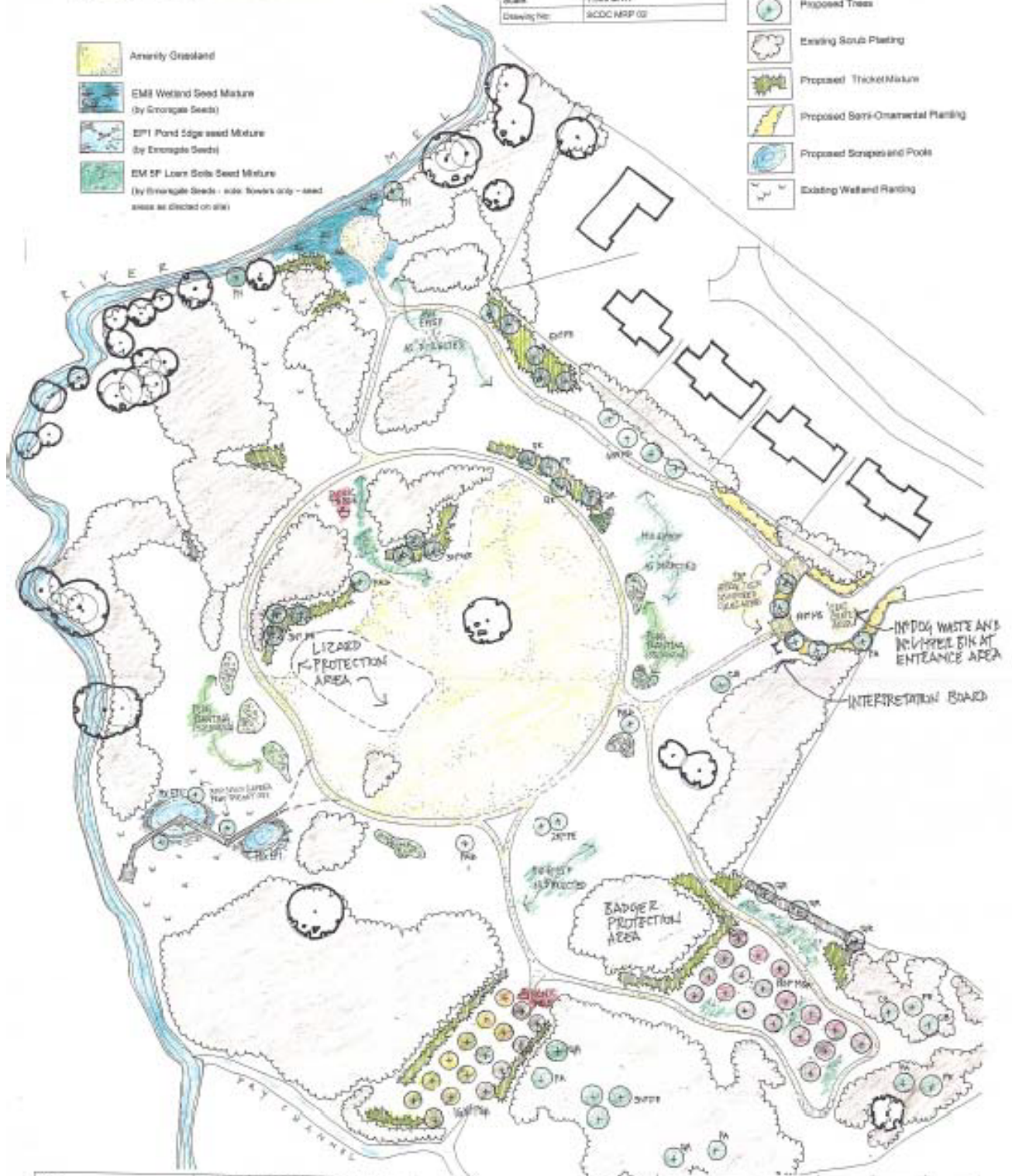
Scale 1/1493
Date 17/6/2010
Centre = 537910 E 244472 N

Melbourn Riverside Park

Drawn:	December 2007 CD/ATM
Scale:	1:800 at A1
Drawing No:	SCDC MRP 02

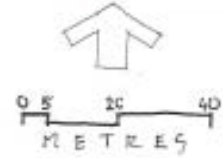
- Amenity Grassland
- EM1 Wetland Seed Mixture (by Ecovag Seeds)
- EM1 Pond Edge seed Mixture (by Ecovag Seeds)
- EM 0F Loam Soils Seed Mixture (by Ecovag Seeds - note: flowers only - seed areas as directed on site)

- Existing Trees
- Proposed Trees
- Existing Soft Planting
- Proposed Thicket Mixture
- Proposed Semi-Ornamental Planting
- Proposed Scrub and Pools
- Existing Wetland Planting



Trees	Size (m-girth)	Plant	Quantity	Number
Fraxinus excelsior (Ash)	12-14	R3 or as per		10
Quercus robur (English Oak)	12-14	R3 or as per		5
Corylus avellana (Hazel)	12-14	R3 or as per		2
Prunus avium (Cherry Plum)	12-14	R3 or as per		2
Prunus spinosa (Wild cherry, Sweet)	12-14	R3 or as per		2
Malus sylvestris (Crisp apple)	12-14	R3 or as per		2
Populus alba (White Poplar)	12-14	R3 or as per		2
Malus sp. (Apple - various)	12-14	R3 or as per		10
Corylus sp. (Hazel - various)	12-14	R3 or as per		10
Populus nigra sub sp. 'Italica'	180%	Site root		2
Salix (Black Poplar)	1800mm sp.	Site root		2
				78

Thicket Mixture (plant in groups of 3-5)	Size (m)	Plant	Quantity
Scrophularia nodosa (Snapdragon) 10%	400-600	Site root	1200 centres
Corylus avellana (Hazel) 20%	450-600	Site root	1200 centres
Cornus sanguinea (Dogwood) 10%	450-600	Site root	1200 centres
Castanea sativa (Chestnut) 50%	450-600	Site root	1200 centres
Prunella vulgaris (Blackberry) 10%	450-600	Site root	1200 centres
Rosa canina (Dog Rose) 2%	450-600	Site root	1200 centres
Rosa rugosa (Rugosa Rose) 10%	450-600	Site root	1200 centres
Malus sylvestris (Crisp Apple) 10%	450-600	Site root	1200 centres
Malus domestica (Domestic Apple) 10%	450-600	Site root	1200 centres
- in Semi-Ornamental Areas			



Stockbridge Meadows Riverside Park aerial view



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Scale 1/1493
Date 17/6/2010
Centre = 537910 E 244472 N



Old photo of Stockbridge Meadows from previous document will require up to date pictures.

2.0 Site description

The site is divided into habitat areas: wildflower meadows, rough grassland area for lizards and grass snakes, chalk stream and wetland, plum, gage and apple orchard, amenity area and scrub, woodland, meadow with trees.

2.1 Wildflower meadows -The wildflower meadow is next to the amenity area and is much appreciated by the public, with meadow cranesbill, ox eye daisies, yellow rattle and many more. Butterflies and moths are attracted to the flowering plants and in the summer months Glow worms may be seen at night, putting on a light display.

Rabbit infestation is a problem as they dig in the meadow, damage the paths and eat the wildflowers.

Grass and nettle encroachment continues to be an issue, yellow rattle seed has been sown over the last few years and is beginning to weaken the grass.

2.2 Rough grassland -snakes and lizards. The reptile area has log piles with roofs of corrugated iron to provide habitat for snakes and lizards. The corrugated iron is also laid within this area and grass snakes can sometimes be found lying underneath them warming themselves. Grass cutting is minimal in this area, although pathways are cut through to link

it with the open amenity area. Lizards can be seen basking on the boardwalk and grass snakes often bask in the open areas of the reed beds. Volunteers ensure that the log piles are fit for purpose and that the corrugated iron remains within this area.

2.3 River/Wetland habitat – Our rare chalk stream, the River Mel is one of the main attractions for our visitors and an essential requirement for the wildlife. Water voles live along the river bank. **Access to** view the river is provided from the boardwalk which runs between the reed beds and volunteers maintain another viewing point further along this stretch.

The open water areas in the reed beds provide habitat for frogs and dragonflies.

2.4 Orchard- Heritage fruit trees were planted last autumn to replace older trees that had reached the end of their life. The old trees have been left in situ so as to continue to provide habitat for invertebrates.

2.5 Hedgerows/scrub- These areas provide important habitat for badgers and muntjac due to limited access by the public. Muntjac lie up in the scrub during the day. The badger sett was in place at the setting out of the site and continues to be used, although it has moved from the original site to be slightly further from the path.

2.6 Amenity area: Open grassland in the centre of the site provides an area for families to picnic and enjoy games with their children. The local primary school brings classes over to the area and holds family afternoon get togethers.

There is seating at points in the reserve for the public to sit and enjoy the green space and wildlife.

Birds' species such as green woodpecker utilise the open grassland, while owls and birds of prey hunt small mammals. The wildflower meadow provides a pleasant backdrop to the amenity area. Bird boxes were placed through the canopy of trees across the reserve prior to its public opening. Buzzards have nested and reared their young in the trees along and behind the river bank.

Bat boxes were also positioned at the same time as the bird boxes. They are still in place but unfortunately some of them have been vandalised and require replacement.

2.7 Trees – there is a scattered mix of hawthorn, elder, ash and a veteran field maple. A copse of ash trees lies behind the wildflower meadow and are as yet only minimally affected by ash die-back. There is also grey poplar and recently planted black poplar. Fallen dead wood is left as habitat for invertebrates and for children to make hides.

3.0 Site evaluation

Size

The site is approximately 5.2 hectares (~13 acres). When considered with nearby land (within mixed private ownership), then a much larger mix of grassland, parkland, orchard and river exists in the order of 44.2 hectares in direct connection with the site.

Diversity

The site contains an interesting mix of dry grassland to fen habitats (although becoming degraded). An area of new wildflower meadow habitat has been planted that should provide seed to other parts of the site. The diversity of the existing grassland flora was considered poor, possibly as a legacy of the site's partial former arable use.

Small woodland habitats include wet woodland and willow carr adjacent to the river. No tree management had been undertaken for many years with fallen trees lying in, and across, the river in places. A number of trees had been managed for safety reasons prior to the site being opened up to the public. Many trees are still suffering from rabbit damage.

The former orchards have been supplemented through new planting together with the preservation of some original trees through scrub removal.

New areas of scrub planting have been undertaken to try and compensate for the scrub loss following the general opening up of the site.

Shallow scrapes have been created adjacent to the boardwalk to provide open water habitats (different from that provided by the river).

The site's diversity is now considered to have been much enhanced following the work in early 2008.

Naturalness

The orchard area had most likely been planted within the last 50 years and now has some new planting to supplement it.

The area of Trayles Manor has been left uncleared of scrub. Where open ground occurs, it is dominated by nettles.

The area of fen type habitat and adjacent wet woodland is perhaps the most natural within the site as the site's high water table conditions have dictated the flora that has established.

Rarity

Whilst no rarities of flora occur on site two animal species are of note; badger whose sett contains a number of active holes on the edge of the orchard area, and the common lizard which were translocated to a specially laid out area to the south west of the site. Of local interest (and possibly of county importance), is the presence of glow worms.

Melbourn village contains a number of formally managed open spaces. This site is the only one near to the village's centre where wildlife conservation is the main objective.

Fragility

Grassland habitats can be fragile in the absence of appropriate cutting regimes. The river could become entirely choked by sedge and common reed if left unmanaged. The wet woodland would eventually outcompete the willow carr areas. The fen area is currently showing signs of drying out with an ingress of nettles. The scrapes would become quickly overgrown if not cleared in the winter. The orchard areas could become overgrown by ivy and brambles if not maintained.

History

To the south of the site is the archaeological remains of the 14th century site of Trayles Manor, a former moated house.

Ecological position

The site is bounded by the River Mel on its west beyond which is open grassland and copses. To the north and east are (relatively large) residential garden of Melbourn village. To the south is grassland and parkland habitats of Melbourn Bury. The site is considered to be largely open to the countryside.

Intrinsic value

The site is an area managed for its range of semi-natural habitats (as opposed to formally managed recreation areas). The presence of common lizards and glowworms are the only known populations within the village in a public area.

Identification and confirmation of important features

The site of Trayles Manor is important historically.

The presence of the River Mel is important as a clear chalk river habitat with otters, wild brown trout and water voles associated within it.

The old orchard is a priority habitat for conservation.

The scrapes provide open water habitats of benefit to amphibians and invertebrates.

The presence of a badger's sett is important, even though several others are present within the parish.

The wildflower meadows are visually important and should increase in value for invertebrates as they mature.

The presence of glow worms within the is considered to be of local importance (if of county importance).

The majority of the site has been influenced by Man's use of the site over the centuries and recent history. The current grassland has been re-sown with an amenity mix and a wild flower mix (Emorsgate Seeds EM5 & EM8). Areas of tussock grassland have been retained and patches of cowslip are also present in a few places.

3.1 Biodiversity Stockbridge

Stockbridge Meadows is a small site that contains a diverse mix of habitats including wildflower meadow, a chalk stream with wetland, grassland, scrub, ditches, and woodland. The site has a rich biodiversity and provides an important habitat for many different species. The wildflower meadow and open grassland attracts butterflies, bees and moths. Habitat has been provided for common lizards and grass snakes, while glow worms can be found and seen along the grass paths in June and July.

The chalk stream is a rare habitat providing shelter for water voles and food for the kingfisher. The reed beds and scrapes encourage dragonflies, frogs and toads to the area. Buzzards have nested in the trees behind the river since the reserve opened. A small mammal survey undertaken prior to the covid pandemic counted 42 field and wood mice and a single shrew in one night.

The mix of habitats and links with other wildlife sites nearby enhance its value and help to increase its biodiversity. As with any site the greater the number of habitats present usually means that there is greater biodiversity. The maintenance of this site intends to enhance and protect the habitats present. The most important habitat is the chalk stream with its reed beds and the wildflower meadow.

The site is divided into habitat areas: wildflower meadows, rough grassland area for lizards and grass snakes, chalk stream and wetland, plum, gage and apple orchard, amenity area and scrub, woodland, meadow with trees.

4. Site Evolution

The site has been open for almost ten years and the fundamental aspects of the reserve remain unchanged. The grass cutting has maintained the paths and amenity area as shown in the maps above. However, it is recognised that in the intervening years the site has matured and issues with the upkeep in line with the previously agreed management objectives has demonstrated a need to revisit decisions and develop plans and objectives for the current reserve and what it will need in the future.

Melbourn Parish council and the volunteers are in agreement that applying for and being successful in gaining Local Nature Reserve status is the ideal platform to reassess and plan with a view to increasing resources required to fully implement a maintenance plan alongside an aspirational 5-year plan.

4.1 Volunteering.

A volunteer group was set up when the reserve fully opened to the public in July 2012. This group met regularly when the reserve first opened to support the Village Rangers with the implementation of the management plan. At present the volunteers meet as required to maintain the wildflower meadow and reptile area. In the last few years local businesses have provided volunteers from their employee volunteer schemes to assist the Stockbridge Meadows volunteers on specific projects (raking off the wildflower meadow, building refuges for the lizards and clearing the reed beds as necessary). The River Mel Restoration Group, a local volunteer group, maintain the River Mel and reed beds within the reserve. Local interest in environmental projects has increased since the pandemic and other groups such as Churches Together have joined forces with the volunteer group to plant heritage fruit trees within the orchard.

It is a priority to attract new volunteers to the volunteer group so as to fulfil the future plans for Stockbridge Meadows. A model of monthly volunteer meetings working alongside the parish council staff member is planned.

Melbourn Parish Council provides insurance for the volunteers along with non-power tools as required.

4.2 Local schools

The local primary school arranges educational and social visits to the reserve. At present this is on an informal basis, however, if resources allow the Parish Council and volunteers aim to provide a more planned and organised programme with schools and young people community groups.

5.0 Information and reporting provision

An interpretation board is located at the main entrance and provides information about the habitats and the wildlife present on site. *John Travis to talk to Parish Clerk about sourcing original photo as existing one has faded. Key required to access board for maintenance purposes. At present the glass is dirty and there are dead insects inside the structure and the framework requires repainting.*



5.1 Marketing and Promotion

Occasional articles are written for the local community award winning magazine – Melbourn Magazine which is published quarterly. This provides readers with information about the area, such as the findings of a small mammal survey, photographs of butterflies and moths taken by a keen local photographer.

Recently new signage has been put in place to clarify the access to the site and its car park.

Stockbridge Meadows has seen an increase in footfall since the Covid 19 pandemic. Its central position within the village has provided and continues to do so, a small oasis of calm and greenery. This is welcomed but it does bring pressure onto the reserve's habitat and wildlife. It has also brought benefits as new volunteers have come forward to boost the volunteer group numbers and reduce the demographic age.

The benefit of the site for wildlife must be balanced against the value for people that use the site. There can sometimes be a conflict between managing the site for people (access and leisure) and managing the site for wildlife so it is important to involve members of the local community to help them gain an understanding of the site and the wildlife within.

5.2 Budget

Melbourn Parish Council are committed to properly funding and resourcing the agreed management plan



Department
for Education

Reinforced Autoclaved Aerated Concrete (RAAC): Identification guidance

August 2023

Document Control

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Deputy Director, Technical Standards, Department for Education

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Building Safety Team, Technical Standards, Department for Education

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File Description	Reinforced Autoclaved Aerated Concrete: Identification Guidance
Current Revision	C02
Current Status	A

Revision History

Revision	Status	Date	Author	Amendment
C01	A	2022-12-14	RRE	First issue of guidance
P02	S2	2023-08-29	RRE	Update to existing guidance
C02	A	2023-08-30	RRE	Removed reference to use of a 'hammer' in identification and layout updated

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Summary

This publication provides non-statutory guidance from the Department for Education (DfE). This guidance has been produced to help responsible bodies from the education sector (school, nursery and college leaders, staff and governing bodies) understand how to identify Reinforced Autoclaved Aerated Concrete (RAAC) and procure a building surveyor to confirm if RAAC is present in their settings.

Review date

This guidance will be reviewed no later than December 2024.

Who is this publication for?

This guidance is for:

- local authorities (for community, voluntary-controlled schools and maintained nurseries)
- academy trusts (for academies and free schools)
- governing bodies (for voluntary-aided schools)
- school/college leaders, staff and governing bodies in further education colleges, maintained schools, academies and free schools or other education settings
- building professionals (e.g., structural engineers and building surveyors) who have been commissioned to assist the above clients regarding the identification of RAAC.

Stage 1 of this guidance will be of use to the wider education sector.

Stage 2 of this guidance is specifically for state-funded education estates in England.

Definitions

Terms and acronyms you may come across with respect to RAAC are defined below.

Bearing - The width or distance that a RAAC element (panel or plank) sits on the support, measured from the edge of the support to edge of the panel.

Bending - The force within a structural system that causes deviation from a straight line to a curve.

Compression - The force within a structural system that pushes down or into an element.

Panel - The term to describe the individual RAAC element. May be referred to as 'plank' when considering horizontal elements.

RAAC - Reinforced autoclaved aerated concrete.

Span - The horizontal (or vertical) distance between supports, typically measured from the centreline of the supports. Clear span is often used to describe the distance between the faces of support.

Shear - The force within a structural system that causes slippage on a plane of failure, typically close to a support.

Introduction

This publication provides non-statutory guidance from the Department for Education (DfE). It has been produced to help estates' teams/site managers understand how to identify Reinforced Autoclaved Aerated Concrete (RAAC) panels in floors, walls, eaves and roofs (pitched and flat).

This publication replaces previous guidance issued by the DfE entitled 'Reinforced Autoclaved Aerated Concrete: Estates guidance' dated December 2022.

Why is RAAC a potential risk?

In December 2018, the Department for Education (DfE) and the Local Government Association (LGA) made building owners aware of a recent building component failure in a property constructed using RAAC. In May 2019, the Standing Committee on Structural Safety (SCOSS) raised an alert to emphasise the potential risks from such construction, highlighting the failure of a RAAC panel roof construction within an operational school. This collapse was sudden with no apparent warning.

Since then, we have been made aware of further sudden collapses of RAAC panels in roofs that appeared to be in good condition. It is therefore essential that all responsible bodies undertake work to identify any RAAC they have in their estate following the stages set out in this guidance.

Prior to this, in the 1990s, there had been other concerns raised relating to structural deficiencies in RAAC by both the Building Research Establishment and SCOSS. It was recognised that the in-service performance was poor with cracking, excessive displacements and durability all being raised as concerns.

Flowchart of guidance stages



Stage 1a
Initial RAAC identification

Use the 'Quick guide to identifying RAAC on pages 11-14 to see if you might have RAAC on your education estate

Stage 1a may be undertaken by someone who has responsibility for building or estate management as well as the day-to-day running of the school. Depending on experience, advice may be required from a building professional (see stage 1b).



Stage 1b
If unsure, or where RAAC is suspected, appoint a building surveyor or structural engineer

Refer to page 15 for advice on appointing a specialist consultant

Once RAAC has been suspected or if you are unsure, an appropriately qualified building surveyor or structural engineer should be appointed to confirm if RAAC is present in any of the buildings in your education estate.



Stage 2
For responsible bodies of state funded education estates
Actions to take if RAAC is suspected or confirmed and what happens next

Refer to page 16 and inform DfE if RAAC is confirmed

Log onto the RAAC Questionnaire and inform the Department for Education that you have identified RAAC panels in your education estate.

See Appendix A for information checklist and accessibility requirements

These forms should be undertaken by a person or team familiar with the day-to-day running of the school and with some knowledge of the buildings.

Figure 1: Flowchart of guidance stages

Stage 1A: Identifying RAAC



Figure 2: A fragment of RAAC showing its 'bubbly' appearance

Quick guide to identifying RAAC in buildings

What is RAAC?

The Department for Education is asking all Responsible Bodies (local authorities, academy trusts, dioceses, and college groups) to look for RAAC in their buildings.

RAAC is a lightweight, 'bubbly' form of concrete commonly used in construction between the 1950s and mid-1990s. It is predominantly found as precast panels in roofs (commonly flat roofs, sometimes pitched) and occasionally in floors and walls.

Identifying RAAC

This guide will help you identify where RAAC panels may be present in your buildings. In many cases, RAAC panels can easily be identified if a building's structure is not covered by finishes or decoration (such as ceilings). RAAC panels have some distinctive features as shown on pages 12-13. If you are able to view the structure and identify one or more of these, RAAC may be present in your building.

BE AWARE – if you need to look behind ceilings or finishes you should consult guidance about managing asbestos (see page 14) and the building's asbestos register beforehand.

RAAC Checklist

When looking directly at the structure, (i.e. with no finishes or decoration, can you see one or more of the following?

(See overleaf for photos)

- 1 600mm wide concrete panels (typically)
- 2 Distinctive V-shaped grooves at regularly spacing (normally 600mm in a floor, wall or ceiling)
- 3 Floors, walls or ceilings that are white or light-grey (where they have not been painted)
- 4 Drawings of your buildings that refer to RAAC or mention any of the following suppliers Siporex, Durox, Celcon, Hebel and Ytong

Where to look?

RAAC panels are most commonly found on flat roofs, they may also be found in pitched roofs, floors or walls.



Figure 3: Example of RAAC in flat roofs and floors



Figure 4: Example of RAAC in walls

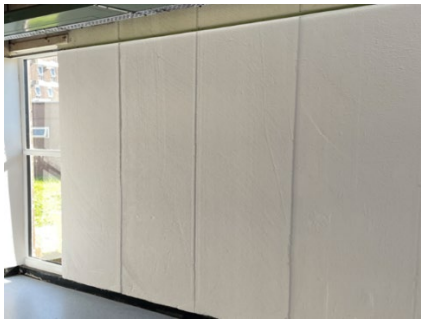


Figure 5: Example of RAAC on internal wall face

Appearance & texture

RAAC panels are light-grey or white in appearance, the underside of the panels will appear smooth. The inside of the planks will appear bubbly, often described as looking like an Aero bar. Unlike traditional concrete, there will not be visible stones (aggregate) in the panels.



Figure 6: Aerated appearance of RAAC



Figure 7: Underside of a cracked RAAC panel

Stage 1A

Drawings

If you have drawings from the time the building was built or modified, you should review these. Common manufactures of RAAC panels are Siporex, Durox, Celcon, Hebel and Ytong,

Panel Size & Profile

RAAC panels are typically 600mm (approximately 2 feet) wide although this has been known to vary. Their length will vary, typically up to 6 metres. RAAC panels typically have a chamfer along their edge meaning there is a distinctive V-shaped groove every 600mm in the surface of the roof, floor or wall.

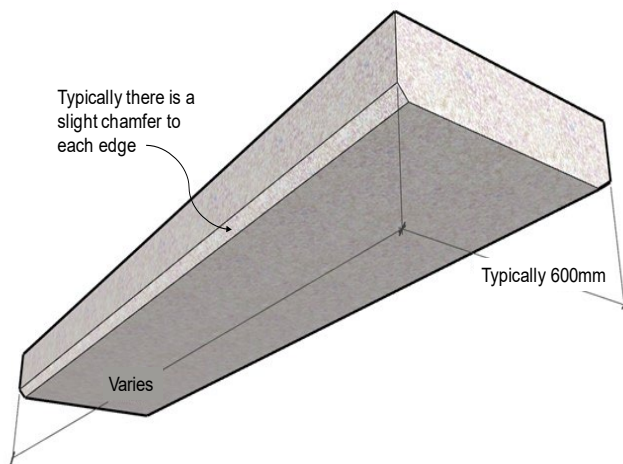


Figure 8: Profile of RAAC panels



Figure 9: V-shaped grooves at 600mm spacing

Softness

RAAC panels are very soft. If you press a screwdriver, screw or nail into the surface of a RAAC panel you will be able to make an indentation in them. **BE AWARE** – if there is a surface covering to the panels you should not try to make an indentation as the covering may contain asbestos.

Bowing / Deflection

RAAC panels may bow or deflect. From the underside of the roof or floor you may see a 'gap' between two adjacent panels.



Figure 10: Example of deflected RAAC panel



Figure 11: Example of deflected RAAC panel

Stage 1A

Further information

The following documents provide background about RAAC and give information on how you can safely identify RAAC panels in your buildings.

[Failure of reinforced autoclaved aerated concrete \(RAAC\) planks \(cross-safety.org\)](#)

[Managing asbestos in your school or college - Guidance - GOV.UK \(www.gov.uk\)](#)

[Managing my asbestos \(hse.gov.uk\)](#)

[Safe use of ladders and stepladders: overview - HSE](#)

[Maintenance and Access into Suspended Ceilings - FIS \(thefis.org\)](#)

If you have further queries, please email:

RAAC.Awareness@education.gov.uk

Stage 1B: Appoint an appropriately qualified building surveyor or structural engineer

Having identified that a premises may contain RAAC or if you are unsure, assistance should now be sought from an appropriately qualified building surveyor or structural engineer with experience of RAAC to confirm if RAAC is present in any of the buildings in your education estate. This section provides advice on appointing an appropriately qualified building surveyor or structural engineer.

Appointing a building surveyor

Building Surveyors (BS) for RAAC identification require:

- relevant degree e.g., BSc (Hons) Building Surveying
- 3 years relevant experience assessing building condition, this can be measured in the time elapsed since completion of an appropriate industry related degree or qualification, e.g. BSc (Hons) Building Surveying
- evidence of one-year minimum relevant RAAC project/commission experience

Not essential, but member of Royal Institution of Chartered Surveyors with Building surveyor designation.

Appointing a structural engineer

To ensure that the Structural Engineer has the appropriate qualifications, their credentials should be requested and include:

- Chartered Membership of the Institution of Structural Engineers (CEng MIStructE), and/or
- Chartered Membership of the Institution of Civil Engineers (CEng MICE).

Evidence of experience of the following:

- surveying, assessment and design/specification of remediation works to existing buildings
- visual inspection works and desk-study works
- physical inspection works, either specification and management or physical works
- management and post-completion evaluation of remedial works construction.

Evidence of RAAC experience is essential.

Members of The Institution of Structural Engineers may be found here: [Find an Engineer - The Institution of Structural Engineers \(istructe.org\)](http://istructe.org)

Stage 2: Actions to be taken

Actions to be taken by responsible bodies of state-funded education settings in England if RAAC is suspected or confirmed

This page outlines the actions you will need to take and what happens next.

Inform the Department for Education (DfE) immediately via the DfE Capital Portal

Responsible bodies of state-funded education estates in England who suspect RAAC might be present on any of their sites must:

1. immediately inform the Department for Education via the [DfE Capital Portal](#)
2. **for every site where you suspect RAAC you should answer “Yes” to Question 2.3 (Did the investigations identify RAAC panels being present?)**

To create a Portal account please complete this form [DfE Capital Portal Account Request \(office.com\)](#)

Should you have any difficulties logging onto the portal and informing the department, please email:

RAAC.Awareness@education.gov.uk

What happens next?

Department for Education Assessment Survey Programme

The Department for Education will add your education setting to the DfE Assessment Survey Programme for state-funded education settings in England.

Please email RAAC.Awareness@education.gov.uk with any questions.

Prior to further investigation by one of DfE’s contracted surveying companies, you are required to:

- gather and supply relevant information about your buildings
- list all spaces where additional measures will be required to enable the surveyors to see the surfaces clearly

Refer to the Appendices (pages 17-19) for more information.

Appendix A: DfE Assessment Survey Programme for state-funded education settings

Checklist of information required and access requirements

Prior to further investigation by one of DfE's contracted surveying companies, you are required to:

- gather and supply relevant information about your buildings (see appendix B)
- list all spaces where additional measures will be required to enable the surveyors to see the surfaces clearly (see appendix C)

These actions may be undertaken by someone who has responsibility for building or estate management as well as day-to-day running of the school. Depending on experience, you may decide to seek advice from a building professional.

Appendix B: Gather information

Index	Item	RB issued to DfE (Yes/No)	Notes
1	Construction dates for different blocks/parts of school, alterations, extensions or interventions: i.e., where RAAC panels may have been used, or an adaptation to RAAC panels within existing buildings. <i>Eg. from correspondence, drawn information (see below), LA planning or building control applications, aerial photos, historic maps.</i>		
2	Drawn information: Including historic building plans, sections and elevations together with any detailed construction drawings, re-roofing works, confirmation of any works that may have been undertaken and the reasons why e.g., ponding or leaking.		
3	Record photographs: Photographs during construction, rebuilding works, alterations, repairs etc.		
4	Specifications and/or reports: E.g., building specifications, condition, or investigation reports		
5	Building services systems and revisions: I.e., any adaptations that may have altered loading, required fixings into roof or floor systems, or altered internal environments within a space (humidity, temperature etc). E.g., PVs added to roof; conversion of upper floor to library/science lab; new kitchen.		
6	Asbestos register		
7	Evidence associated with any application for School Re-Building Programme		

Appendix C: Access requirements

List all spaces where access arrangements are needed to see the surface clearly

Room ID/name	Accessibility during term-time	Accessibility during school holidays	Height >3m	Surface concealed by covering or coating e.g. <ul style="list-style-type: none"> Covering: Suspended ceiling Covering: Plasterboard Coating: plaster Coating: asbestos Coating: unknown 	Asbestos register: notes	Roof access e.g., Staircase guard rails around perimeter	RB notes	Notes
e.g. 1 Sports Hall	Wednesday/Thursday 8-2pm	2-6 October 8-5pm	6.7m	n/a		Roof access via staircase, 1.1m guard rail	No scaffold tower	To provide mobile scaffold tower
e.g. 2 Entrance area	Before 8.30am and after 4pm	2-6 October 8-5pm	4m to underside suspended ceiling			n/a (ground floor of 3 storey block)	Caretaker can be available 8am to 5pm to remove tiles as required.	To provide mobile scaffold tower
e.g. 3 Class room 2A	Monday-Wednesday: before 8.30am, after 3.15pm Thurs-Friday: before 8.30am, after 1pm	2-6 October 8-5pm	3m to u/s soffit,	Unknown coating, no ceiling void	Not available		School risk assessment doesn't permit TA use of ladders	To provide ladders. Sample of coating tba*, and coating confirmed prior to visit date.

*Links to documents with information on how you can safely identify RAAC panels in your buildings are on page 16.

Image credits

Figure 1: DfE

Figures 2: Ove Arup and Partners Ltd

Figures 3: Mott Macdonald

Figure 4-6 (inclusive): Ove Arup and Partners Ltd

Figure 7 to 8 (inclusive): Ove Arup and Partners Ltd

Figure 9: David Robertson

Figure 10: Ove Arup and Partners Ltd

Figure 11: Mott Macdonald



Department
for Education

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The parish has received communication re the weedkilling policy (or lack there of) of the County Council. Discussion is needed to decide on any action Melbourn would like to take.

From: [REDACTED]
Sent: 01 September 2023 15:10
Subject: Weeds

Dear Parish clerk and chair,

I am sure you have become aware recently of the dreadful state of our roads, pavements and cycleways due to weeds. This is entirely due to a change in policy the current joint administration forced through in February of this year. As part of that change they promised to engage with Parishes and Towns, but we have seen no evidence of that at all. The County Council have stopped all cyclic weedkilling (ie annual spraying) as well as spraying before laying new surfaces such as slurry on footpaths. Residents across the county have asked us what we can do about it and we (the Conservative group) will present a motion to full council on October 18th. If you agree that the state of our roads, paths and cycleways are unacceptable and getting worse due to weeds there are two ways you can help.

- 1/ Please sign and circulate this petition, to show those in charge at County Council the will of the people on this matter. This is the link, <https://shorturl.at/dkFTZ>
- 2/ Please consider writing as a Parish or Town body to object to this current change in policy and ask for a reversal.

Please write in your own words or below is an example template you can use to personalise and alter to fit the wishes of your council as they see fit. At the end are the relevant people and officers you should consider including.

To Cambridgeshire County Council

Please accept this formal objection on behalf of **insert name of council** to the change in weedkilling policy the County Council implemented this year. Our roads, cycleways and footpaths are in a dreadful state due to the explosion of weeds since your policy change. This has an unacceptable detrimental effect on the look, usability, and cost of repair to our highways. Our residents are angry at how you have made our community look. Those who attempt active travel are angry at the state of the weed ridden paths they must dodge. We are deeply concerned at the effect this will have on flash flooding, as gully's and drains become blocked by weeds. We also are aware of the poisonous danger posed to horses by the rapid increase in Ragwort in our area.. As a council we cannot understand the short-sighted financial nature of this decision, as short-term gain will be overshadowed by future repair bills. We are further dismayed that the County Council would implement such a devastating cut to a vital service with no consultation (**or no meaningful consultation**) with our council. This blatant attempt at cost shunting onto our council is unacceptable.

We therefore call on those whose decision this was, the "Joint administration" to reverse their disastrous policy. *

We ask that the chief executive [REDACTED] takes urgent action to remove weeds across the County. [REDACTED]

We ask that the Chair of Highways, issues a public statement to reverse this dreadful decision and explain the immediate actions the County Council will be taking to address this. ([REDACTED])

We ask the monitoring officer to investigate how a major cut to services was allowed take place without engagement with Town and Parish Councils.

[REDACTED]

*(The Joint Administration is a pact between Liberal Democrats, Labour and Independents, please copy in their leaders, [REDACTED] [REDACTED])

[REDACTED]

[REDACTED]

[REDACTED] for [REDACTED]

Mob; [REDACTED]

Replies to original email

From: [REDACTED]

Date: Friday, 1 September 2023 at 17:53

Subject: RE: Weeds

Dear Councillor [REDACTED]

I have indeed noticed the increase in weeds. You will be aware that funding to local councils has been cut by 13 years of underfunding from central government. I trust that on the 18th October you will have a proposal to find more money to spend on this. What County Council services do you believe should be cut to fund weedkilling. The other alternative would of course be to raise Council Tax even further.

Poor local services, including potholes and other highway maintenance problems are due to the economic mismanagement of the national economy and the disaster of 13 years of austerity.

[REDACTED]

Chair, [REDACTED] Parish Meeting

To all parish councils.

I couldn't agree more with the lack of general maintenance. We are also a small rural village who relies on the council to keep our village walkways and paths accessible and our roads up to a decent standard. It is a sad day when you can't rely on the council maintenance teams to perform their duties.

Cllr. [REDACTED]

Sent from my iPhone

On 4 Sep 2023, at 2:17 pm, [REDACTED] wrote:

Dear Cllr [REDACTED]

You have raised an issue that this council has been irritated by for quite a while. The lack of maintenance being carried out is causing many problems in this parish, from overgrown footpaths, blocked drainage leading to flooding, cracking tarmac from weeds, damaged road signs not repaired, huge potholes, verges left uncut and causing very limited visibility on bends, and road signs that are either too filthy or too overgrown to read. As a small parish we struggle to deal with this and as a result more comments about the village looking a mess are coming in.

I will make my councillors aware of your email.

Cheers [REDACTED]

Parking space application correspondence

From: [REDACTED]
Sent: 23 August 2023 11:51
To: Parish Clerk <parishclerk@melbournpc.co.uk>
Subject: Proposed Disabled Persons Parking Bay: High Street, Melbourn

Dear Melbourn Parish Council

Cambridgeshire County Council has received an application to install a disabled persons parking bay for a resident in High Street, Melbourn. Cambridgeshire County Council has an annual budget to install disabled persons parking bay for those residents who apply and meet the criteria to be considered for a bay.

I have attached a plan showing the location and extent of the proposed bay. Consultation letters have been sent to local residents.

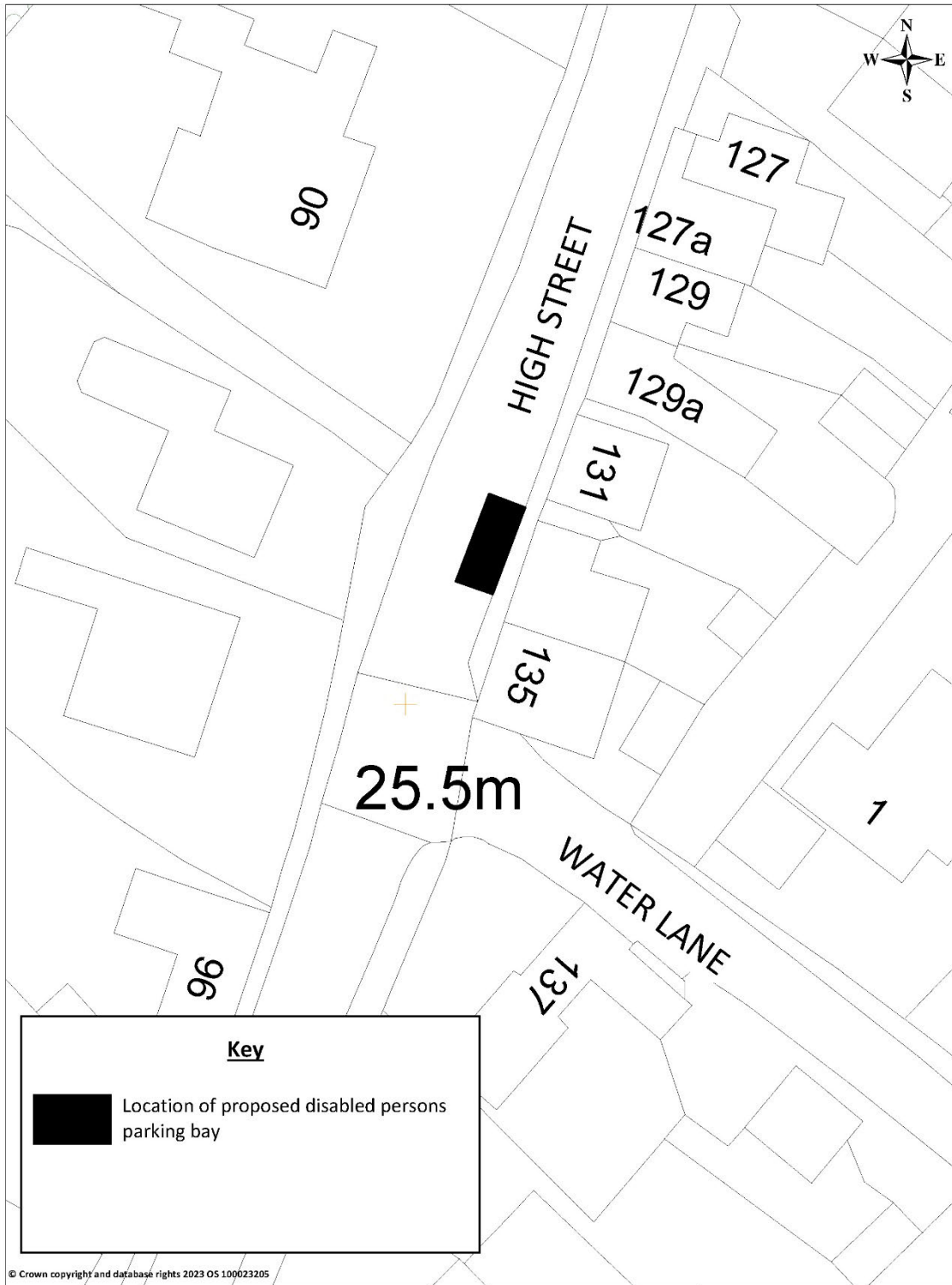
If you wish to make any comments on this proposal we would appreciate them by email to policyandregulation@cambridgeshire.gov.uk no later than the 15th September 2023.

If you require any further information please do not hesitate to contact me.

Kind regards

[REDACTED]
Lead Technician
Policy & Regulation

Parking space application correspondence



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ORDER TITLE: Proposed disabled persons parking bay: High Street, Melbourn		
PROJECT: 0	Scale (at A4): 1:602	REVISION: 0 Date: 22/08/2023



Parking space application correspondence

Responses

Thanks [REDACTED],

I have no problem with this.

Kindest regards,

[REDACTED]

[REDACTED]

The attached plan shows that the proposed bay would overlap with an existing solid white line indicating no parking. I do not know why that line is there, it's possible that many years ago there was (very narrow) vehicular access between numbers 131 and 133.

On that basis I object, seeking further clarification from highways as to the status of the existing road markings and what the overall marking scheme would end up as.

[REDACTED]

I have had a look at the area and there was a historical line which has now well faded. Looking at the area there is no access between the houses for a car now.

I support no comment.

[REDACTED]

I agree that the line appears to have no purpose, but presumably the line has a legal basis that needs clarifying?

[REDACTED]

Melbourn Parish Council

Good afternoon [REDACTED]

We are looking at this application and would like clarification re the existing (faded) white line that seems to be in-situ at the moment.

You can see in the image below that there is a mark – are you able to clarify what this is showing as Councillors has asked for clarification before decision.

Many thanks

[REDACTED]

Parking space application correspondence



Hi [REDACTED]

The faded white line is an access protection marking (APM) these are an advisory road marking (not enforceable) that are used to highlight the presence of a dropped kerb access (usually a vehicular access or they are sometimes used to prevent vehicles parking where there is a dropped kerb crossing point). APM's are usually requested by a resident to stop vehicles parking across their dropped kerb vehicular access and there is a fee to have these installed, however having searched our database I cannot find any history of this APM being requested. Having checked back through Google Streetview images this marking was not in place back in 2016 or before that. Given there is only a narrow pedestrian access gate I do not know why this road marking has been installed, there certainly doesn't seem to be any reason for it to remain in situ.

Kind regards

[REDACTED]
Lead Technician
Policy & Regulation

Hi [REDACTED]

In my opinion there are no obvious reasons that the Parish Council should object to this proposal.

Thanks,

[REDACTED]

Parking space application correspondence

Thanks [REDACTED] for chasing this up. is it reasonable to guess that it might be to aid in the turning in/out of 90 or 92 High Street, on the opposite side of the road? have they been consulted - specifically noting that part of the APM will be overridden - with regards to this request?

I also note that the proposed bay will be within 10 metres of the Water Lane junction.

Highway Code Rule 243

DO NOT stop or park:

- opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space

As a cyclist I already have issues turning from the High Street (north-east) into Water Lane owing to the parked vehicles that park outside numbers 133 and 135 interfering with traffic heading SW on High Street. I am not keen on adding a legitimate bay here and in fact would prefer to see the 10 metres NE of Water Lane marked as double yellow lines.

I still, overall, object to this application.

[REDACTED]

7 September 2023

Hi [REDACTED]

I am happy to wait until after the 28th September on this matter. The western boundary of the proposed disabled persons parking bay would be just over 12m from the centre of the junction with Water Lane, as I'm sure Councillors are aware vehicles are prohibited to exit Water Lane at its junction with High Street so the location of the bay would not effect visibility exiting this junction.

Kind regards

[REDACTED]
Lead Technician
Policy & Regulation

parish clerk

From: [REDACTED]
Sent: 15 September 2023 13:54
To: parish clerk
Subject: RE: AC Maintenance - Melbourn Community Centre

Flag Status: Flagged

Good afternoon,

The cost to complete the deep clean after hours would be £375+VAT, our availability would depend on when one of our engineers is able to work an evening. The engineer could look at the leak whilst he does the deep clean, but this may not be for a while, I can pass your details over to our service team if you would like an engineer out soon.

Many thanks,

[REDACTED]
Maintenance Administrator

T : 01480 831010 [REDACTED]
www.airway-group.co.uk
8 Burrell Road, St Ives, Cambs, PE27 3LE



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[Click here to find out more](#)

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: Friday, September 15, 2023 1:50 PM

To: [REDACTED]
Subject: RE: AC Maintenance - Melbourn Community Centre

Good afternoon [REDACTED]

Sorry for the time it has taken for us to get back to you.

Would it be possible to book the kitchen unit deep clean in – we have a small leak from this unit at the moment so if it needs to be changed to a call out and deep clean please let me know. Also, would you be able to quote to carry this work out after 4.30pm – the kitchen opens at 8am and closes at 4.30pm so ideally we would like the work done out of hours. We can book the Bennet room that was missed when we have confirmed the kitchen works.

Let me know if this is possible.

Many thanks

Abi

Abi Williams & Alex Coxall
Parish Clerk

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

Tel: 01763 263303 (option 3)
parishclerk@melbournparishcouncil.gov.uk
melbournparishcouncil.gov.uk

Please note: The Parish Office will be closed on Friday 1st September.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

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You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: [REDACTED]
Sent: 25 July 2023 11:05
To: Assistant Clerk <assistantclerk@melbournpc.co.uk>
Subject: AC Maintenance - Melbourn Community Centre

Good morning,

Following our engineers attendance to carry out your air conditioning maintenance please find attached for your records a copy of the engineers job report and FGas register. The engineer was unable to access the unit in the Bennetts meeting room so we will need to attend to complete this, he has also said that the unit in the kitchen needs deep cleaning; this will need to happen when the kitchen is closed. The cost for the deep clean would be £250+VAT, if you would like to proceed then they could do the meeting room on the same day.

If you have any questions or require anything further please do not hesitate to contact me.

Many thanks,

[Redacted]
Maintenance Administrator

T : 01480 831010 | [Redacted]
www.airway-group.co.uk
8 Burrel Road, St Ives, Cambs, PE27 3LE

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Big PICNIC



Big PICNIC



Wellbeing Walk



Melbourn Timebank Report: August & September 2023



Melbourn Timebank Report: Aug/Sept'23

August & September activities

1	BIG PICNIC – 40 attendees
1	Doggie Disco
14	MACS Food Bank Sessions facilitated by Timebank
14	MACS Cozy Corner sessions facilitated by Timebank
2	Memory Cafés
2	Games Nights

On-going weekly activities

Mondays	Food Bank 10-12 - Cozy Corner 12-3
Tuesdays	Dog Café 10-12
Wednesdays	Wellbeing Walk 10.30
Thursdays	Coffee Morning at the Dolphin and Food Bank 10-12 Cozy Corner 12-3.00 both at Vicarage Close Community Hall

Membership growth data: to 13/9/23

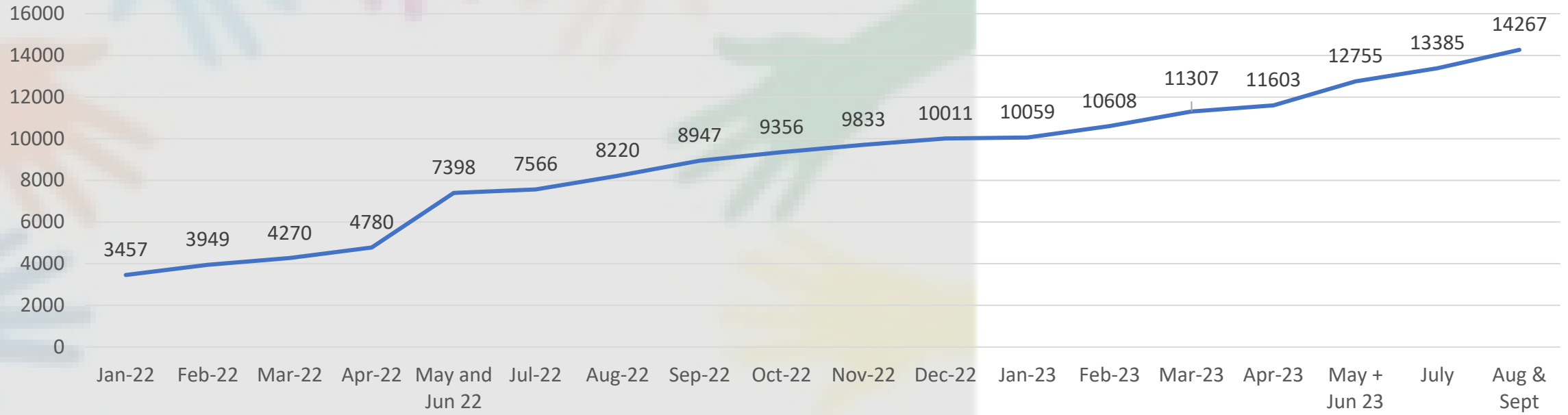
	July	Sept	Conversion	Pipeline
Individual Members	122	131	9	3
Organisational Members	18	18		1

Social Media Engagement Statistics:

Facebook

Maximum Reach	Followers	Post Engagement
2341	471	242

Total Hours Exchanged To Date



AOB

MACS Cozy Corner 3 new TTP Interns joined

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





CEMETERY MANAGEMENT AND COMPLIANCE

Course overview

Local Authorities' Cemeteries Order 1977 (LACO)
General powers of management
Compliance
Registers and records
Granting and extending exclusive rights of burial
Consent
Avoiding disputes
Burials; depth, shallow graves
Administration processes
Grave digging – procedures, preparations, backfilling
Memorials
Creating burial space
Exhumation
Transfer of exclusive rights of burial

Suitable for: cemetery staff at all levels, and those with a responsibility for cemeteries but who are not involved in their day-to-day management

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run GoToMeeting, either as an app or online

Learning Outcomes

- Knowledge and understanding of relevant laws and best practice procedures
- An understanding of costly common pitfalls and how to avoid them
- Potential new income streams
- Avoiding disputes relating to grave ownership

Attendance:

£135.00 plus VAT for ICCM members

£185.00 plus VAT for non-members

During the online training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of Sessions 2 and 4.



An ICCM quality
online training event

4 interactive sessions
over 2 days

Learn about the legal
and practical aspects
of cemetery
management

Learn new skills

Have your questions
answered

Programme

Day 1: Sessions 1 & 2

9.15 Sign in and introduction
9.30 Local Authorities' Cemeteries Order 1977 (LACO)
10.20 Short break
10.30 Administration processes, grave digging, memorials, exhumation overview
11.20 Short break
11.30 Questions and answers
12.30 Finish

Day 2: Sessions 3 & 4

9.15 Sign in and introduction
9.30 Granting and exercising the exclusive right of burial (EROBO)
10.20 Short break
10.30 Transferring the EROB
11.20 Short break
11.30 Questions and answers
12.30 Finish

QUOTATION

Customer: Melbourn Parish Council

Contact: [REDACTED]

Tel No: 01763 263 303 (opt 3)

Mobile:

Email: assitentclerk@melbournparishcouncil.gov.uk

Date: 18 August 2023

Email: [REDACTED]

Tel: 01223 312 688

QTY	SIZE	ITEM	CODE	GARMENT COLOUR	DECORATION	UNIT PRICE	TOTAL
1	MED	B&C Collection - Poio Shirts	PUI10	BOTTLE GREEN	*Embroidered	£16.97	£16.97
1	XL	B&C Collection - Poio Shirts	PUI10	BOTTLE GREEN	*Embroidered	£16.97	£16.97
1	XXL	B&C Collection - Poio Shirts	PUI10	BOTTLE GREEN	*Embroidered	£16.97	£16.97
1	MED	B&C Collection - Fleece Tops	FUI50	BOTTLE GREEN	*Embroidered	£19.80	£19.80
1	XL	B&C Collection - Fleece Tops	FUI50	BOTTLE GREEN	*Embroidered	£19.80	£19.80
1	XXL	B&C Collection - Fleece Tops	FUI50	BOTTLE GREEN	*Embroidered	£19.80	£19.80
1	MED	YOKO - Hi-Viz Jackets	HVW100	YELLOW	*Embroidered	£11.82	£11.82
1	XL	YOKO - Hi-Viz Jackets	HVW100	YELLOW	*Embroidered	£11.82	£11.82
1	XXL	YOKO - Hi-Viz Jackets	HVW100	YELLOW	*Embroidered	£11.82	£11.82
ONE OFF - Jaggard Creation Fee							£25.00
		* Embroidered to Back Shoulers					
		* Printed to Back Shoulers					
PAYMENT:		DECORATION TYPE		COLLECT	DELIVER	Carriage	NONE
PAY ON ORDER		EMBROIDERY <input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sub Total	£170.77
PAY ON COLLECTION		PRINT <input checked="" type="checkbox"/>				VAT @ 20%	£34.15
ON ACCOUNT						TOTAL	£204.92

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Code: PUI10
Brand: B&C Collection
Type: ID.001 Short Sleeve Pique Polo
Colour: Bottle Green
Material: 100% pre-shrunk
ring-spun Cotton
Weight: 180g/m²

Type: Embroidered
Placement: Back Shoulders
Size: 230mm wide x 125mm high
Colour: White 1001

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1 MED -- 1 XL -- 1 XXL





**MELBOURN
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BACK ONLY



Code: FUI50

Brand: B&C Collection

Type: D.501 Men's Micro Fleece Full Zip

Colour: Bottle Green

Material: 100% Polyester anti-pilling
micro fleece

Weight: 280g/m²

Type: Embroidered

Placement: Back Shoulders

Size: 230mm wide x 125mm high

Colour: White 1001

**MELBOURN
PARISH
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1 MED -- 1 XL -- 1 XXL





BACK ONLY



Code: HVW100
Brand: Yoko
Type: Hi-Vis Waistcoats
Colour: Yellow
Material: 100% Polyester fabric with Velcro® fastening
Weight: 120g/m²
Conforms to EN471:2013 Class 1

Type: Printed
Placement: Back Shoulders
Size: 230mm wide x 125mm high
Colour: Black Transflex only



1 MED -- 1 XL -- 1 XXL



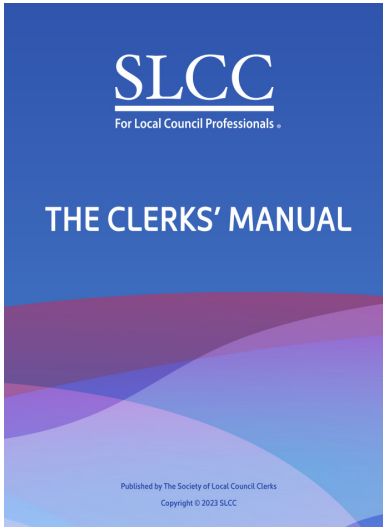
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The Clerks' Manual 2023

Edition: 2023

Author: SLCC



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MELBOURN PARISH COUNCIL

Doc. No.: 4.19

Version: 2

~~22-May-2017~~27

Date approved: ~~September 2023~~

~~May~~

Review date: ~~2018~~September

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POLICY AND PROCEDURE: RISK MANAGEMENT

PURPOSE: To set out how Melbourn Parish Council will manage risks effectively to protect its employees, volunteers, assets, liabilities and community against harm and financial loss. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives. Risk management is the process by which risks are identified, evaluated and controlled

SCOPE: Risk management is an integral part of the Council's management processes. It is a key element of the framework of governance and applies to all aspects of Melbourn Parish Council's work, including an assessment of risks to the success of major projects before they are begun.

1. POLICY:

1.1 The aim of this policy is to integrate risk management into the culture, of the Parish Council and to embed it through ownership and management of risk as part of all decision-making processes.

1.2 Melbourn Parish Council will classify risks into various types (these are set out in Appendix 1) but, for all categories, the direct financial losses may have less impact than indirect costs such as disruption of normal working.

1.3 The risk management process is an integral part of making sure that Council has an appropriate level of insurance cover. However, not all risks are insurable and, for some, the premiums may not be cost-effective. The policy must therefore emphasise the need to identify and manage risk

2. OBJECTIVES

2.1 The implementation of the Risk Management Policy will enable Melbourn Parish Council to:

- a. Integrate risk management into the culture of the council.
- b. Eliminate or reduce risks to an acceptable level.
- c. Anticipate and respond to changing social, environmental and legislative requirements.
- d. Prevent injury and damage and reduce the cost of risk.
- e. Raise awareness of the need for risk management.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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2.2 Identifying and managing risk is a key requirement of the Council's audit procedures and will be examined by the Internal Auditor. As a Council, Councillors have to agree annually (as part of the Annual Governance Statement) that:

"We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."

3. PROCEDURE

3.1 Risks may be identified through a systematic review of activities and service provision or they may result from discussion of new projects and activities. It is the responsibility of all Councillors, employees and service providers to think about the risks associated with their own responsibilities in the Council, and to bring any areas of deficiency to the Clerk. Members of the public and volunteers must be encouraged to ask the Council about how it is dealing with risks.


3.2 Specific tasks are as follows:

- a. Annual review of this policy, accompanied by an assessment of whether risk management is embedded in the culture of the Council.
- b. Following adoption of this policy, a review of risks under the categories set out in Appendix 1 faced by the Council.
- c. An annual review of the financial risk assessments to be carried out by [Finance Committee] and to be completed before the Annual Parish Council meeting to support completion of the Annual Governance Statement and 5 k xiv of the revised Standing Orders. An annual review of non-financial risks to be carried out by the Chair who may delegate the review of certain risk assessments as they see fit.
- d. To carry out an assessment of the risks associated with any new project, process or function and put in place a risk management plan to address those risks

3.3 Risk Assessment Format

There will be a list of identified risks, together with a management plan for each risk deemed 'High'. Appendix 2 illustrates the general format to be used for the management plan for individual risks deemed to be 'High'.

Document Approval:



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(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~22 May 2017~~ 27 September 2023 Review
Policy: Every 12 months

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

[n:\documents\policies and terms of reference\document 4.19 melbourn parish council risk management policy may 2017_sep23.docx](#); [\documents\policies\document 4.19 melbourn parish council risk management policy ver2.docx](#)

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APPENDIX 1

TYPES OF RISKS TO BE CONSIDERED

Health & Safety Risk - The Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice.

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, and in a worst case scenario Government Intervention.

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

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APPENDIX 2

FORMAT TO BE USED FOR RISK ASSESSMENTS

FINANCIAL/NON-FINANCIAL RISK ASSESSMENT

Risk	
Degree of risk	High, medium, low
Persons Involved	
Control Measures	
Reviewed by	
Date	
Actions/comments	

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