

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 15 January 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, Kanagarathnam, Travis, Hart

Absent: Cllr Campbell

In attendance: Abi Williams (Parish Clerk), Alex Coxall (Parish Clerk), Shelley Coulman (RFO), County Councillor Susan van de Ven

PARISH COUNCIL MEETING: MINUTES

Meeting started 19.31

PC156/24 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Kilmurray and Wilson.
Proposed by Cllr Davey, seconded by Cllr Kanagarathnam. All in favour.

PC157/24 To receive any Declarations of Interest and Dispensations

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

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

Declarations of interest were made by Cllr Travis in item PC164/24c & PC164/24d – dispensation was granted to stay for the discussion but not to vote.

PC158/24 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 present.

PC159/24 To approve the minutes of the Parish Council meeting (Community Benefit Grants) on 4 December 2023

Cllr Hart noted corrections to PC153/23f) Replace 'Relate' with 'Melbourn Squash Club' under the RESOLVED sentence.

It was RESOLVED to approve the minutes, including the corrections as above, of the Parish Council meeting (Community Benefit Grants) held on 4 December 2023 as an accurate record.

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

PC160/24 To report back on the minutes of the Parish Council meeting (Community Benefit Grants) on 4 December 2023

It was noted that all of the Community Benefit Grants have now been paid.

- a) To note CAPALCs response to query re donating money to local churches – CAPALC noted that Section 82 of the Levelling Up and Regeneration Act 2023 inserted a new section 19A to the Local Government Act 1894, which comes into force on 26th December, allowing councils to spend money on Church property. CAPALC are awaiting confirmation from NALC and SLCC re ensuring sector consistency around the subject. Council will act on this advice when it is issued.

It was noted that we are still awaiting the advice to be issued.

PC161/24 Chair's Announcements

It was noted that in The Moor Play Park one of the new picnic benches has been vandalised and there continues to be an ongoing problem with dog faeces in the play area. It was suggested that we need to advertise the 'dog faeces causes blindness' campaign again. It was also suggested that we have a method for residents to report such findings to the Parish Council directly, and to deliver fliers to the local residents. ACTION – Maintenance Committee to pick up actions as above.

PC164/24 Finance Matters

- e) To consider the installation of Rialtas Finance System as recommended by Finance & Good Governance Committee (FG042/23a)

Item brought forward on agenda to allow the RFO to comment.

The RFO confirmed that the quote is still accurate, and that we aim to start the changeover in April, to go live in June, with both systems running concurrently for a period of three months, and for modules to be added in stages, starting with finance. An amount of £6872.00 has been precepted for the system implementation, and staff training. Licence fees going forward will be £3275.00 per annum. It was RESOLVED to approve the quote from Rialtas allowing for £6872 for installation and training and £3275 for annual licence fees.

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

- f) To consider the continuation to precept £7,500 for Melbourn & District Warden Scheme and to fund additional required from the Parish (£3,000) via an application to the Community Grant Funding Scheme each year.

Item brought forward on the agenda to align with PC166/24 which was also brought forward to allow the RFO to comment.

Item discussed as part of precept item PC166/24. No resolution recorded as funding decision resolved as part of the precept. Future discussion to take place with council around future funding of this and other charitable schemes as part of the precept.

PC166/24 To consider setting the precept for the financial year 2024/25 as recommended by Finance & Good Governance Committee

Item brought forward on the agenda to allow the RFO to comment.

It was RESOLVED to approve the precept for financial year 2024/25 as recommended by Finance & Good Governance Committee with an increase of 4.65% (£5.74 per band D household).

Proposed by Cllr Travis, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Travis, Hart

Abstain: Cllr Cowley

RFO left the meeting at 20.00

PC162/24 To receive reports from the District and County Cllrs for Melbourn

Cllr Hart drew attention to the number of potholes in the village, highlighting that many have now been marked for filling.

County Cllr Susan van de Ven gave her report, and noted speeding within the village, particularly in Clear Crescent and on the High Street (near The Dolphin). It was highlighted that the road markings outside the science park have been refreshed. There will be a street cleaning ten week rolling cycle, Melbourn is due a visit on 26th February. Residents will be able to report street cleaning needs online, Melbourn comes under zone 3.

A copy of the report can be found in the supporting documents to the minutes on the website

PC163/24 Correspondence

- a) To note request for response to the Cambridgeshire Highways & Streetlighting surveys.

It was noted.

PC164/24 Finance Matters

- a) To receive and consider the finance reports for November and December 2023.

It was noted.

- b) To consider approving the retrospective approvals lists for December 2023.

It was RESOLVED to approve the retrospective approvals list for December 2023.

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

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

It was RESOLVED to approve invoice 1702 at a cost of £237.50

Proposed by Cllr Kanagarathnam, Seconded by Cllr Hart.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

It was RESOLVED to approve invoice 1703 at a cost of £2010.00

Proposed by Cllr Barnes, Seconded by Cllr Davey.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

- d) To consider approving payment of the annual licence fee to the Hub.

It was RESOLVED to approve the payment of the annual licence fee of £15,000.00 to the Hub.

Proposed by Cllr Davey, Seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Davey, Kanagarathnam, Cowley, Hart

Abstain: Cllr Travis

- e) To consider the installation of the Rialtas Finance System as recommended by Finance & Good Governance Committee (FG042/23a)
Brought forward on agenda – see point PC164/24e) above.
- f) To consider the continuation to precept £7,500 for Melbourn & District Warden Scheme and to fund additional required from the Parish (£3,000) via an application to the Community Grant Funding Scheme each year.
Brought forward on agenda – see point PC164/24f) above.

PC165/24 Bank reconciliations

- a) To note bank reconciliations for November / December 2023.
It was noted.

PC166/24 To consider setting the precept for the financial year 2024/25 as recommended by Finance & Good Governance Committee

Brought forward on agenda – see point PC166/24 above.

PC167/24 Governance

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

PC168/24 Maintenance Matters

- a) To receive updates and consider actions
Update talks to get the old Back Lane pond reinstated are ongoing, with an estimated cost of £500,000.

PC169/24 Planning Matters

- a) To consider signing the TP1 for transfer of land at Rosemary Place, New Road as recommended by the Planning Committee.
It was RESOLVED to approve the signing of the TP1 for transfer of land at Rosemary Place, New Road as recommended by the Planning Committee.

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

- b) To note agreement with Stonebond for Melbourn Parish Council appointed contractor to complete remedial works needed to Orchard Gardens to allow land transfer to be completed. Costs of £2,980.00 will be reimbursed by Stonebond.
It was noted.
- c) To receive updates and consider actions
None received

PC170/24 Community Hub

- a) To receive updates and consider actions.
It was noted that a Manager of the Hub has been appointed.
Cllr Davey extended her, and the councils, congratulations to the Hub Management Team.

PC171/23 Health, Safety, accessibility, and Wellbeing

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

PC172/24 Melbourn Timebank

- a) To receive the Timebank's monthly report for December / January.
It was noted.
- b) To receive any updates and consider actions.
None received.

PC173/24 To receive an update from the MAYD Joint Committee

An update was given by Cllr Travis (Chair of MAYD Joint Committee), to state that the Connections Bus service and Mix Music are both running well.

PC174/24 To receive an update from the Futures Working Party Committee

Cllr Clark updated that committee meetings would be reinstated and actions decided. Comments were made about road marking causing concern. There was a recommendation the periodically turn the MVAS units around so this catches speeding cars leaving the village.

- a) To note correspondence re the road conditions on The Moor.
It was noted.

PC175/24 HR Matters

- a) To note the completion of the ILCA qualification by the Clerks.
It was noted.

- b) To receive updates and consider actions.

Cllr Hart updated the Parish Council that dates are in the diary for the Clerks performance reviews.

PC176/24 Policies

- a) To consider approving the updated Financial Regulations as recommended by Finance & Good Governance.

It was RESOLVED to approve the updated Financial Regulations as recommended by Finance & Good Governance Committee.

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

PC177/24 To note the dates of the next meeting

The date of the next meeting was noted as Monday 26 February 2024 at 7.30pm

Meeting closed at 20.41

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 4 December 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, Campbell, Clark (Chair), Cowley, Davey, Kanagarathnam, Kilmurray, Travis

Absent:

In attendance: Abi Williams (Parish Clerk), 12 members of the public

PARISH COUNCIL MEETING: MINUTES – COMMUNITY BENEFIT GRANT FUNDING

Meeting started 19.30

PC147/23 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Hart and Wilson.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

PC148/23 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.

Declarations of interest were made by Cllrs Travis and Kilmurray in item PC153/23b – dispensation was granted to stay for the discussion but not to vote.

Cllr Cowley declared an interest in item PC153/23d) – verbal dispensation was stay in the meeting (as Cllr Cowley was applying for a Community Benefit Grant) but not to vote.

Cllr Cowley also declared an interest should discussion be required re allocation of funds to applications in the event of non-full amounts being awarded – dispensation was granted to remain in the meeting but not to vote.

PC149/23 To approve the minutes of the Parish Council meeting on 27 November 2023

Cllr Davey noted corrections to PC138/23a) Remove repeat of Cowley in 'In favour' line. Also noted correction to Worcester Way and not Worcester Wat in item PC137/23a).

It was RESOLVED to approve the minutes, including the corrections as above, of the Parish Council meeting held on 27 November 2023 as an accurate record.

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

PC150/23 To report back on the minutes of the Parish Council meeting on 27 November 2023

Nothing to report.

PC151/23 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).

Twelve members of the public were in attendance as representatives for the grant funding applications.

PC152/23 To note report on Community Benefit Grant Funding from May 2023

It was noted.

Cllr Kilmurray joined the meeting, was available for all votes going forward 19.53

PC153/23 To consider applications for community benefit grant funding

a) Turn on to Christmas £630.00

A representative was in attendance and answered questions on the project.

The applicant explained this is a free community event for the village involving the lighting of a Christmas Tree, children's activities. Funds (made available through Melbourn Fete) had already been spent as the event is already organised. Funding would be used for final payments and to pay back the Fete Committee. On a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £630.00 to the Turn on to Christmas.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Kanagarathnam

Abstain: Cllrs Kilmurray, Travis

b) Relate £5,000.00

A representative was in attendance and answered questions on the funding request. The applicant explained that they would like to move back to in person consultations after having to release a property in Cambridge due to funding cuts and moving to online consultation during covid. The funding would possibly allow for 1 day's availability in The Hub, consisting of around 4/6 sessions. It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £5,000.00 to the Relate.

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Kanagarathnam.

Abstain: Cllrs Kilmurray, Travis

c) Melbourn United Reform Church £2,597.20

Representatives were in attendance and answered questions on the funding request. The applicants explained the community lunch events have been extremely popular, serving around 30 of which 80% are Melbourn residents, and 87.3% of which are non-church members. Funding would be used to update kitchen equipment to allow them to continue. Council acknowledged the benefits of the project but stated that this application would be deferred (explanation below).

d) Melbourn Bell Ringers £2,000.00

A representative was in attendance and answered questions on the funding request. The applicant explained that around £6,500 of the £8,000 need for the project to repair two bells in All Saints Church had already been raised. Funding would allow the project to move forward and allow for all eight bells in the Church to be functional. Council acknowledged the benefits of the project but stated that this application would be deferred (explanation below).

Explanation covering items PC153/23c&d

Under advice from CAPALC it was decided that these applications would be deferred to the next round of funding to allow for clarification around Section 8 of the Local Government Act 1894 and Section 137 (3) of the Local Government Act 1972.

Section 8 of the Local Government Act 1894 provides that parish councils cannot give funding to ecclesiastical charities. And Section 137 (3) of the Local Government Act 1972 allows parish councils to give funding to charitable bodies. Advice from the National Association of Local Councils sets out that there is an accepted legal principle, applied by the courts, which is that in interpreting what an Act of Parliament means, a specific provision overrides one of a general nature. Section 137 constitutes a general provision and does not override the specific prohibitions in section 8 of the 1894 Act.

It is the advice from CAPALC that parish councils are in general prevented by law from making grants to churches. Melbourn Parish Council are awaiting confirmation from NALC with respect to recent clarifications of the law that may allow donations to be made in the future. This clarification is expected to come in to force on 26th December 2023 and NALC have confirmed that they will be providing a briefing to ensure sector consistency around this time.

e) Melbourn Action Community Support £7,910.00

A representative was in attendance and answered questions on the funding request. The applicant confirmed that food donations were declining although the use of the food bank and associated services was increasing. Funding has been received from ACRE, at this time no other funding had been sought. The applicant confirmed MACS were now supporting both local schools with breakfast bars and fruit juice for those that need it. On a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £7,910.00 to the Melbourn Action Community Support.

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

f) Melbourn Squash Club £2,400.00

A representative was in attendance and answered questions on the funding request. The applicant confirmed that funds would be used to allow volunteers to gain a qualification that would then allow them to train others. Funds would also be used to provide time with a professional coach as in previous years. It was confirmed that Melbourn Squash Club serve all of the surrounding areas and suggestion was made to apply for funding from other areas too. The applicant confirmed that although the club serves men well it could do better with the younger players and female players – this funding would allow them to support these players through the club. On a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £2,400.00 to the Relate.

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

g) Community Support for Dementia £6,683.00

Representatives were in attendance and answered questions on the funding request. The applicant explained that the 65% figure for users within the Parish could change on a monthly basis and was a reflection on where the numbers are today. They explained that the Community Support for Dementia offering is being recommended by GPs, social subscribers, health visitors and nursing staff as there is no other service available. On a show of hands councillors indicated support for the application. It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £6,683.00 to the Community Support for Dementia. Proposed by Cllr Davey, seconded by Cllr Travis. All in favour.

h) Home-Start Royston £2,907.34

Representatives were in attendance and answered questions on the funding request. The applicants explained that they serve 25 families in South Cambs, 7 of those being in Melbourn. The funding would go directly to supporting two families from Melbourn. Most referrals came through either medical practices or health visitors. On a show of hands councillors indicated support for the application. It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £2,907.34 to the Home-Start Royston. Proposed by Cllr Kilmurray, seconded by Cllr Kanagarathnam. All in favour.

i) John Impey Way Residents £159.00

No representative was available for comment. The council reviewed the application to purchase a TV licence for the community room at John Impey Way and on a show of hands councillors indicated support for the application. It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £159.00 to the John Impey Way Residents to purchase a TV licence. Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

PC154/23 To consider action to be taken with regard to planted land outside New Road Cemetery.

Council discussed the options. It was noted that Cllr Travis will meet with resident and discuss options and ask what action resident would be happy with and report back to council.

PC155/23 **To note the date of the next meeting:** 15 January 2024

The date of the next meeting was noted as Monday 15 January 2024.

Meeting closed at 20.58

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

1st 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

Making Tax Digital for VAT **Please advise ***

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

2. Training

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

Onsite Training per day £500 plus 45p per mile mileage

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

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 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.
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.
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.

Rialtus Schedule

1 In 2022/23 precept £1610 has been precepted for final year license of Edge 2023
 There will be no buyout fee if we pay the final year - We should use both initially to ensure completeness

The system can be put in in phases and modules added on which will aid with set up and precept
 Assume finance go live July 24, Assume allotments go live in Oct 24

Finance	2024/25	2025/26	2026/27	2027/28
* Cashbook	675			
Sales Ledger	375			
* Purchase Ledger	375			
* Install & Chart of Accounts	425			
Purchase Order Processing		375		
Phased Budget			375	
Training estimated 3 days @ £500	1500			
Software	3350	375	375	0
Annual support - charged from go Live	975	1300	1300	1300
Total Finance	4325	1675	1675	1300

Allotments				
* Allotment Software	375			
Initial set up & Training	275			
Software	650			
Annual Support - charged from go live	110	220	220	200
Mobile Inspection App			100	100
Total Allotments	760	220	320	300

Cemetery & Memorial				
* Cemetery Management Solution	425			
Memorials Management	375			
Online set up	350			
Training	500			
Software	1650	0	0	0
Annual Support - charged from go live	262.5	525	525	525
Total Cemetery & Memorial	262.5	525	525	525

Assets				
* Asset Management Software				375
Training				100
Software				475

Annual Support Charge **225**

Total Assets **700**

Rialtus Cloud	900	900	900	900
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Total	6247.5	3320	3420	3725
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Software & Training Costs	5650	375	375	475	6875
Annual	2247.5	2945	3045	3250	Amended for 3 cloud users not 4



Long Term Financial Strategy Report

Fiscal Report with a considered plan to remove the requirement for local authority Funding.

This fiscal plan spans 10/11 years 2023 – 2035 and consists of two sections.

2023/24 – 2031/32 – Short / Medium Term Financial Strategy

2032/33 – 2034/35 – Long Term Financial Strategy

Background

Melbourn Mobile Warden Scheme (MMWS charitable status) was formed in 1996 and just covered the village of Melbourn. Over the years but notably from 2012, MMWS expanded by covering Meldreth and Shepreth. We added 'Whaddon this year (2023) and merged with the former Harston scheme to save it from closing. We now operate as Melbourn & District Warden Scheme (MDWS) across the villages of Barrington, Grantchester, Harston, Hauxton, Melbourn, Meldreth, Shepreth and Whaddon.

MDWS currently serves 63 people with 11 wardens.

We have a trustee board consisting of 7 unpaid volunteer trustees.

We are funded from a variety of institutions as well as client fees, the details of which follow in this document.

Funding & Delivery of the service

It costs approx. £1000 per client per year (current year 2023) to provide the service. This includes the scheme administration cost for training, DBS checks, Insurance, scheme magazine, transport, office costs etc.

Both Cambridgeshire County Council (CCC) and South Cambs District Council (SCDC) also fund the scheme (2023).

Currently that funding received is £8,500 and £7,000 respectively. The CCC funding we have been told has now ceased (*see email below*) SCDC funding is currently under review.

Some Parish Councils already contribute £300 per client per annum, however since the merger of Harston scheme with the Melbourn scheme this July (2023) several different funding streams have been found to exist, the purpose of this document is to demonstrate our intention to apply the same request across the entire scheme so that each participating Parish Council can be assured of a level playing field.

The intention is for any future Parish councils wishing to join the scheme for their residents, they too will be asked to fund to the same rate.

Provided that Parish Councils grant funded the £300 per client per annum the clients would be expected to make up the remaining funding shortfall with a monthly charge.

Withdrawal of funding by local authority.

It is expected to receive funding from CCC for 2023, it is expected that that funding will end in March 2024. (*See supporting evidence below*)

Email below from CCC Commissioning Manager – Adult Social Care

End of historic grant funding - *For many years, grants to a small handful of organisations have been repeated without much requirement for demonstration of their impact or justification of the need, in some cases. In order to remain compliant with the Council's own Grant Funding Guidelines, it is necessary, from time to time, to require organisations to submit information about how they can make a difference to ensure taxpayers are getting "value for money". Below is a list of these historic grant recipients with those in your area highlighted:*

Cambridgeshire Vietnamese Refugee Community	Admin costs of a charity that helps a small number of descendants of Vietnamese refugees (not to be confused with An Lac House on Coldhams Lane, which we continue to fund separately).	£3,917
AgeUK (6 Warden Schemes)	Teversham · Histon and Impington · Linton · Small Villages (includes Balsham, Shudy Camps, Castle Camps, West Wickham, Weston Colville, Horseheath, West Wrattling) · Ramsey · Littleport	£17,707

Melbourn Mobile Warden Scheme	Received this historic grant for the last time in 2023-24, plus additional S. Cambs Care Together Seed-funding to expand into and take over the Harston MWS.	£7,875
Care Network Cambridgeshire	Supports their Help at Home (Post Hospital Discharge) service in CCC.	£39,707
Cambridgeshire Older People's Enterprise (COPE)	Newsletter and events/outings/meetings/talks for older people, predominantly in Cambridge.	£10,092
TOTAL		£79,298

The figure shown above for MDWS is a 2022 figure, 2023/24 is higher at £8,500.

The remainder of the email from the CCC Commissioning manager is below.

1. **Plan to inform and support the respective recipients** - At the beginning of this year, when grants to these five organisations were given, it was made clear that this would be the last year that we would simply extend prior arrangements and values without a rigorous grant application process. At the same time, recipients were informed that in 2024/25 there would be a new Early Intervention and Community Services Grant Fund that would bring together our traditional Day Ops budget and these historic grants for Early Intervention and Prevention services. This is alignment of budgets to place-based priorities and Care Together objectives were presented to Adults & Health Committee and approved in June 2023.
2. **Transition to new funding arrangements** - The Care Together Team is now working closely with Integrated Neighbourhoods (health partners, VCSE orgs and City/District Councils) in each locality to co-produce with local residents a new grant application process. This will encourage providers to focus on what is actually needed in each locality.
3. Recipients whose grant funding is ending are **aware they will be able to apply under the new process**. As with all grant applicants, they must demonstrate their offer matches the needs of older people in their community and offers value for money. It is important to note that this change is NOT about cuts or savings, it is merely joining together two previously separate funding streams (EIP grants and Day Opportunities).

MDWS Considerations

The above email lays out clearly the intention of CCC to revamp the funding system. Colleagues will note, that MDWS is the only independent warden scheme that is directly involved in assisting clients to remain in their own homes whilst receiving the CCC grant. MDWS is also the largest scheme.

Currently there are 19 mobile warden schemes operating in the Sth Cambs area.

AGE UK currently operates 13 schemes all operating in Sth Cambs area, and all are running at a loss. (2023).

By contrast the remaining 6 independent schemes in Sth Cambs area and grant funded by SCDC, all operate in the black.

It is not expected that an application to CCC would be successful in 2024 onwards under their new funding strategy called 'Care Together' given that this new funding appears to be based around new projects and or significant expansion.

MDWS will attempt to apply where able, however previous experience with CCC, has taught us that the process may be protracted and likely unsuccessful.

Therefore, it is deemed unreasonable and unproductive to ask volunteer trustees to have to experience the continuous stress of applying for and not winning funding for their particular schemes. The amount of work involved is significant and the constant failure is enormously stressful.

By contrast the SCDC scheme has secured their funding until 2027/28.

This report is taking into account that control of the council may change to a different administration in 2026, whilst unlikely, the SCDC funding stream may cease in March 2028.

SCDC have in recent years, provided funding via a 3yr funding award. It is envisioned this will continue into the short-term future with the hopeful potential for future years. The SCDC scheme is currently funded from the SCDC general fund and is budgeted for annually. If this funding stream were to continue, then the MDWS scheme would apply for continued funding.

Parish Councils also currently fund the scheme, all participating councils are asked to contribute £300 per client from their Parish funds, per annum, which in 2024 collectively represents 34% of the total funding requirement.

Clients are required to contribute the remainder, which represents 49% of the total funding requirement.

The other authorities (SCDC) currently contribute approx. 17%.

Funding proposal

So that Parish Councils can plan and set their precepts for the coming fiscal years MDWS trustees felt it prudent to write to councils and explain our position. This document also attempts to formally standardize the grant funding we receive, so that councilors and clerks can plan accordingly.

From 2023/24 to 2030/31 it is requested to continue receiving funding from Parish Councils at £300 per annum, per client.

Where a parish council is unable to offer the £300 per client per annum, it is our intention to discuss at what level per head a parish can fund, and any shortfall would be passed to the clients falling within that Parishes jurisdiction. We call this process a self-funded or part self-funded option.

We will discuss with each Parish Council, the number of clients they wish to fund per annum (we recommend an upper limit to allow the scheme to flex), once that upper limit is reached the trustees will write to the relevant Parish Council and advise of the situation and ask if further funding can be given, if funding is unavailable at that time, we will advise any new clients that they will be fully self-funded until potentially the parish Council can reevaluate its position. We see this as the fairest way of proceeding for the Parish Council and the existing funded clients.

The Future

From 2031/32 the MDWS trustees' intention is to gradually reduce the sum requested for funding.

The ultimate goal is to completely stop requesting funding from Parish Councils. This process will of course be at the same time for all participating Parish Councils.

The above plan and timelines are, as we are sure you will appreciate, our goals.

But as with all best laid plans, things can change, we hope that if circumstances in any particular year caused us concerns, we could come to all Parish Councils with an explanation and discuss the potential for an agreement for revised funding.

The above timelines are planned over a long time, this allows the warden scheme trustees to continue to grow the scheme whilst gently removing the reliance for funding on Parish Councils.

Impact of Parish Council funding

It must be stated that it has been the generosity of the Parish Council grant funding that has enabled MDWS to grow, serve, support and care for our older and more vulnerable residents. The MDWS trustee board wishes to extend their deepest gratitude for the Parish Councils support both now and into the near future.

Preparation in case of scheme closure.

Whilst there is no intention or current danger of closure, it was thought it appropriate to include the following section to explain how the scheme would close if required.

Parish Colleagues will note as mentioned above, that currently (2023) the MDWS scheme has 63 clients.

It employs 11 contractor wardens.

The scheme currently has 7 unpaid volunteer trustees

Provision was made within the reserves policy, to provide a cushion of funding in the event of scheme fluctuation and any dips in grant funding, mainly from the Higher Authorities which would enable the scheme to continue operating whilst searching for other funding, however with CCC's intention to cease funding the mobile warden scheme from 2024 altogether, our reserves now serve to cushion the scheme against funding lag etc with our participating Parish Councils. Also included is funding of severance pay for wardens if the scheme were to close down. Trustees would obviously have to withdraw their contracts with the wardens.

MDWS also follow the advice from the Charities Commission, who advise a reserve fund to protect the charity whilst operating.

Any small amount of remaining reserves will be used for advertising and administering the closure of the scheme.

Any monies left following the winding up of the charity will be donated to a local charity of the same ilk operating in a local area of operation as MDWS and therefore in the same ward areas of our supporting Parish Councils.

In addition to the above fiscal issues around closure, there would be a number of client issues that would need attention and potentially referral to other agencies. Essentially the closure of the scheme would have far-reaching effects and impacts on the clients and villages covered by the scheme.

MDWS trustee final summary

The trustees of the mobile warden scheme (MDWS) have dedicated a significant amount of time and thought to endeavor to provide an honest and transparent appraisal of the MDWS position now and in the projected future.

We believe that no other schemes have dedicated or produced such a detailed report and data. The trustees feel exceptionally confident that they can deliver the projected plan. The trustees understand they will need the full support of the supporting Parish Councils in the short to medium term and hope that the above proposal will demonstrate the trustee's commitment in the delivery of this excellent and much needed service to the community.

Thank you for your continued support.

MDWS Trustee Board.

Budget

2023/24		2024/25			
	Income	£	Difference	%	
6,650.00	Total Conservation	6,650.00	0.00	0.00%	
4,200.00	Total Cemeteries	4,200.00	0.00	0.00%	
3,200.00	Total Match Fees	3,200.00	0.00	0.00%	
1,155.00	Total Play Areas & Recreation Grounds	1,155.00	0.00	0.00%	
6,000.00	Total Finance & General Purpose	6,000.00	0.00	0.00%	
27,000.00	Total Rental Property	27,000.00	0.00	0.00%	
<u>48,205.00</u>	Total income excluding Precept	<u>48,205.00</u>	0.00	0.00%	
	Expenses				
33,100.00	Conservation	36,064.00	2,964.00	8.95%	
10,145.00	Cemetaries	11,210.00	1,065.00	10.50%	
28,545.00	Play Area & Recreation	34,579.00	6,034.00	21.14%	
154,783.00	Financial & General Purpose	190,143.00	35,360.00	22.84%	
33,187.00	Car Park & Fire House	33,826.00	639.00	1.93%	
58,165.00	Melbourn Community Hub	52,885.00	-5,280.00	-9.08%	
10,750.00	Planning Highways & Rental	6,022.00	-4,728.00	-43.98%	
<u>328,675.00</u>		<u>364,729.00</u>	<u>36,054.00</u>	10.97%	
	Reserves				
34,420.00	Asset Management Reserves	13,000.00	-21,420.00	-62.23%	
<u>34,420.00</u>		<u>13,000.00</u>	<u>-21,420.00</u>	-62.23%	
314,890.00	Precept	329,524.00	14,634.00	4.65%	

EDGE budget code	Income Heading	2023-24 Budget £	2023-24 Forecast £	Forecast/ Actual	2024-25 Budget £	Notes:	2025-26 Forecast £	2026-27 Forecast £
	<u>Conservation:</u>							
100	Allotment rent	2,800	2,879	A	2,800	No Increase	3,000	3,000
110	Grass cutting contribution from CCC Highways	3,850	3,849	A	3,850	No Increase	3,850	3,850
	Total Conservation	6,650	6,728		6,650		6,850	6,850
	<u>Cemeteries:</u>							
200	1 Burial fees	2,625	2,625	F	2,625	Burials vary quite a lot; budget on prudent basis - next fee	2,755	2,755
200	2 Memorials	525	750	F	525	Need to see if increase	550	550
200	3 Cremated remains	1,050	1,050	F	1,050	Need to see if increase	1,105	1,105
	Total Cemeteries	4,200	4,425		4,200		4,410	4,410
	<u>Play & Rec:</u>							
300	Match Fees							
300	1 Melbourn Saturdays	1,000	1,355	F	1,000		1,050	1,050
300	2 Melbourn Dynamos	2,200	2,200	F	2,200	Speak to John & Graham	2,300	2,300
300	4 Other Local Clubs	-	-	F	-		-	-
	Total Match Fees	3,200	3,555		3,200		3,350	3,350
320	Hire of Recreation Grounds	840	850	F	840	Fair (incl utilities) and boot camps	860	860
340	Pavilion hire	315	450	F	315	School hire has finished; ad-hoc bookings	330	330
370	Pavilion hire - MAYD recharge	-	-	F	-		-	-
	Total Play Areas & Recreation Grounds	4,355	4,855		4,355		4,540	4,540
	<u>Finance & General Purpose:</u>							
420	Interest - Deposit Account Unity	6,000	4,361	F	6,000	Interest rate increases	6,000	6,000
425	Interest - Nationwide 45 Day		-	F				
430	Interest - Public Sector Deposit		3,870	F				
435	Interest - Charity Bank		-	F				
440	Interest - HTB		-	F				
	Total Finance & General Purpose	6,000	8,231		6,000		6,000	6,000
	<u>Rental Property:</u>							
900	Little Hands Property Rent	27,000	27,000	F	27,000		27,000	27,000
	Total Rental Property	27,000	27,000		27,000		27,000	27,000
	Income from unbudgeted sources		3934	F				
	Total income excluding Precept	48,205	55,172		48,205		48,800	48,800
	Precept	314,890	314,890	A	(48,205)			
	Total income (excluding ring-fenced funds eg S106, community benefit, MAYD, Timebank events, Zero carbon grant etc)	363,095	370,062		-	50k hopkins - Steve & Graham		

Conservation

EDGE budget code	Expense Heading	Budget Item	2023/24 Budget		Actual to date	Forecast	2023/24 (Forecast)		Forecast/ Actual	Increase	2024/25 Budget		Notes and queries:	2025/26 Forecast	2026/27 Forecast
			£	£			£	£			£	£			
	Conservation														
1000	Allotments	Water (two meters)	850.00		84.00	850.00	766.00	F	Inflation		802.00	803.00		843	885
1000	Allotments	Pilot clearance	400.00		302.00	98.00	400.00	F	Inflation		418.80	419.00		440	462
1000	Allotments	Hedge Cutting	600.00		320.00	280.00	600.00	F	Inflation		628.20	629.00		660	693
1000	Allotments	Asbestos - annual check and clear	800.00		150.00	650.00	800.00	F	Inflation		837.60	838.00		880	924
1000	Allotments	Unplanned maint e.g asbestos clearance/survey, water leak, signs etc	500.00			500.00	500.00	F	Inflation		523.50	524.00		550	578
				3,150.00								3,213.00		3,374	3,542
1100	Conservation	Christmas Tree, plants for tubs/83 High Street	400.00		140.00	260.00	400.00	F	Inflation		418.80	419.00		440	462
1100	Conservation	Trees survey/ inspection (E810) plus tree works/ivy (E5,350)	6,160.00		784.00	5,376.00	6,160.00	F	Inflation		6,449.52	6,450.00		6,773	7,111
1100	Conservation	Emergency tree works	3,300.00		575.00	2,725.00	3,300.00	F	Inflation		3,455.10	3,456.00		3,629	3,810
1100	Conservation	Project works - tree planting (2022/23), new litter bins (€650/ benches x 2 (€1,700) (2023/24)	2,350.00		515.00	944.00	1,459.00	F	Bin upgrade £1,000 x 3 bins		1,000.00	1,000.00		1,050	1,103
1100	Conservation	Unplanned e.g. River Mel Group projects, signage, fencing	1,000.00		1,891.00		1,891.00	F	Inflation		1,979.88	1,980.00		2,079	2,183
				13,210.00			13,210.00					13,305.00		13,970	14,669
1150	Stockbridge Meadows	Refuse collection	350.00		600.00		600.00	A	Inflation		628.20	629.00		660	693
1150	Stockbridge Meadows	Path cutting and rolling	300.00		160.00	140.00	300.00	F	Inflation		314.10	315.00		331	347
1150	Stockbridge Meadows	Nature Reserve Management Plan and FWAG grant works (pond testing)	500.00			500.00	500.00	F	Inflation		523.50	524.00		550	578
1150	Stockbridge Meadows	Small repairs/Unplanned (2021/22 River Mel back project- E510)	500.00			500.00	500.00	F	Inflation		523.50	524.00		550	578
				1,650.00			1,900.00					1,992.00		2,092	2,196
1200	Grass Cutting Contract	Verges contract (£622.50 per month plus 2 x extra cuts @ £600) Contract to be retendered 10% increase	8,670.00		5,280.00	3,390.00	8,670.00	F	15% increase to cover inflation and additions		9,970.50	9,971.00		10,470	10,993
1300	Public Open Space- Maintenance Contract	General Maintenance Contract (£640 per month) Contract to be retendered 10% increase	5,320.00		3,680.00	1,840.00	5,320.00	F	15% increase to cover inflation and additions		6,348.00	6,348.00		6,665	6,999
1300	Public Open Space- Maintenance Contract	Hopkins Homes open space maintenance (to be funded from commuted sum for 10 yrs) in negotiation	-0.00		-0.00	-0.00	-0.00				-0.00	-0.00		-0.00	-0.00
1400	Public Open Space- Maintenance Contract	Allotments cuts					-0.00		Addition		200.00	200.00		210	221
1300	Public Open Space- Maintenance Contract	Extra work eg extra cuts plus hedge and path cutting, leaf clearance etc	900.00		785.00	115.00	900.00	F	15% increase to cover inflation and additions		1,035.00	1,035.00		1,087	1,141
				15,090.00			15,090.00					17,554.00		18,432	19,353
		Bin Upgrade project throughout													
	Total Conservation		33,100.00		15,098.00	18,168.00	33,266.00	33,266.00				36,064.00		37,867	39,761
									Increase		2,798.00				

Expense Heading		Budget Item	2023/24 Budget	Actual to date	Forecast	2023/24 (Forecast)	Forecast/		2024/25 Budget	Notes and queries:	2025/26	2026/27
2000	Cemeteries											
2000	1 Orchard Road	Rates	255.00	257.00	-	257.00	A	Inflation	269.08	270	284	298
2000	1 Orchard Road	Utilities - Electricity and water (E100)	300.00	80.00	220.00	300.00	F	Inflation	314.10	315	331	347
2000	1 Orchard Road	Lychgate - recoat main walls (E835) and gates (E415)	1,000.00		1,000.00	1,000.00		Inflation	1,047.00	1,047	1,099	1,154
2000	1 Orchard Road	Fixed electrical installation testing (E170 - every 5 yrs)	170.00		170.00	170.00		Inflation	177.99	178	187	196
2000	1 Orchard Road	Unplanned (eg path cleaning/moss spraying)	425.00	235.00	190.00	425.00	F	Inflation	444.98	445	467	491
			2,150.00			2,152.00				2,255	2,368	2,486
2000	2 New Road	Rates	780.00	786.00	-	786.00	A	Inflation	822.94	823	864	907
2000	2 New Road	Water	135.00	97.00	38.00	135.00	F	Inflation	141.35	142	149	157
2000	2 New Road	Trees & hedge work (incl periodic hedge reduction)/path edging/weed treatment etc	550.00		550.00	550.00	F	Inflation	575.85	576	605	635
2000	2 New Road	Soil store	440.00		440.00	440.00	F	Inflation	460.68	461	484	508
2000	2 New Road	Headstone bases					F	Inflation	-00	-	-	-
2000	2 New Road	Maintenance plan repairs					F	Inflation	-00	-	-	-
2000	2 New Road	Other/Unplanned (2021/22 - bench bases/new rear gate)	500.00	460.00	1,000.00	1,460.00	F	Inflation	523.50	524	550	578
3219			2,405.00			3,371.00				2,526	2,652	2,785
2100	Cemetery Contracts	Grounds Maintenance (E405.83 per month = E4,870 plus 2 extra cuts @ E360 each)	5,590.00	3,508.00	2,082.00	5,590.00	F	15% increase to cover inflation and additions	6,428.50	6,429	6,750	7,088
	Total Cemeteries		10,145.00	5,423.00	5,690.00	11,113.00			11,210		11,771	12,359

1,065.00

Play areas & recs

EDGE Expense Heading budget code	Budget Item	2023/24 Budget £	Actual to date	Forecast	2023/24 (Forecast) £	Forecast/ Actual	Increase	2024/25 Budget £ Rounded	Notes and queries:	2025/26 Forecast	2026/27 Forecast
	Play Areas and Recreation Grounds								Any additional playgrounds to be covered by commuted sum to start		
3000	3 Play Areas	300.00	231.00		231.00	A	Inflation	241.86	242.00	254	267
3000	3 Play Areas	1,500.00		1,500.00	1,500.00	F	Additional	3,000.00	3,000.00	3,150	3,308
3000	3 Play Areas	1,440.00	1,600.00		1,600.00	A	Inflation	1,675.20	1,676.00	1,760	1,848
3000	3 Play Areas	800.00		800.00	800.00	F	Removed	-00	-00	-	-
3000	3 Play Areas	250.00		250.00	250.00	F	Inflation	261.75	262.00	275	289
			4,290.00						5,180		
3200	Recreation Grounds	250.00	481.00		481.00	F	Inflation	503.61	504.00	529	556
3200	Recreation Grounds	500.00		500.00	500.00	F	Inflation	523.50	524.00	550	578
3200	Recreation Grounds	1,620.00	2,200.00		2,200.00	A	Inflation	2,303.40	2,304.00	2,419	2,540
3200	Recreation Grounds	9,320.00	6,170.00	3,150.00	9,320.00	F	15% increase	10,718.00	10,718.00	11,254	11,817
3200	Recreation Grounds	2,500.00	913.00	1,587.00	2,500.00	F	Inflation	2,617.50	2,618.00	2,749	2,886
3200	Recreation Grounds							1,920.00	1,920.00	2,016	2,117
			14,190.00		15,001.00				18,588		
3400	Pavilion	1,100.00	640.00	460.00	1,100.00	F	Calc	1,344.00	1,344.00	1,411	1,482
3400	Pavilion	2,700.00	2,595.00	-	2,595.00	A	Inflation	2,716.97	2,717.00	2,853	2,995
3400	Pavilion	2,500.00	1,603.00	897.00	2,500.00	F	Inflation	2,617.50	2,618.00	2,749	2,886
3400	Pavilion		91.00	56.80	147.80		Inflation (plus)	171.07	172.00	181	190
3400	Pavilion	380.00	387.00		387.00	A	Inflation	405.19	406.00	426	448
3400	Pavilion	300.00	356.00		356.00	F	Inflation	373.73	373.00	392	411
3400	Pavilion	450.00	340.00	-	340.00		Inflation	355.98	356.00	374	392
3400	Pavilion	400.00	400.00	400.00	400.00		Inflation	418.80	419.00	440	462
3400	Pavilion	200.00	200.00	200.00	200.00		Inflation	209.40	210.00	221	232
3400	Pavilion	330.00	355.00		355.00	A	Inflation	371.69	372.00	391	410
3400	Pavilion	100.00	100.00	100.00	100.00	F	Inflation	104.70	105.00	110	116
3400	Pavilion	255.00	255.00	255.00	255.00		Inflation	266.99	267.00	280	294
3400	Pavilion	300.00	300.00	300.00	300.00		Inflation	314.10	315.00	331	347
3400	Pavilion	50.00	50.00	50.00	50.00		Inflation	52.35	53.00	56	58
3400	Pavilion	1,000.00	1,035.00		1,035.00	F	Inflation	1,083.65	1,084.00	1,138	1,195
3400	Pavilion					A		-00	-00	-	-
		10,065.00			10,120.80				10,811		
	Total Play & Rec	28,545.00	18,997.00	10,505.80	29,502.80	29,502.80			34,579	36,308	38,123

6,034.00

Finance & General purpose

EDGE budget code	Expense Heading	Budget Item	2023/24 Budget		Actual to date	Forecast	2023/24 (Forecast)		Forecast/Actual	Increase	2024/25 Budget		Notes and queries:	2025/26 Forecast	2026/27 Forecast	
			£	£			£	£			£	£				
	Finance & General Purpose															
4000	Audit, Legal & Professional Fees	Internal Audit (£450), External Audit (£1,400), Legal fees land (1,500)		1,900.00	1,885.00	450.00	2,335.00	2,335.00	F	Calculated	3,350	3,350	3,350	Additional legal fees re land	3,518	3,693
4300	Warden Materials and Equipment:															
4300	2 Materials	Materials, mower fuel	680.00		766.00	400.00	1,166.00		F	Wardens to do more	2,000	2,000		Possibly not high enough?	2,100	2,205
4300	3 Equipment	Equipment - PPE equipment, tools etc	500.00		319.00	181.00	500.00		F	Inflation	524	524			550	578
4300	4 Parish Van Expenses	tax, MOT, fuel, repairs	450.00		601.00		601.00		F	Inflation	629	630			662	695
4300	4 Parish Van Expenses	Van Signwriting	350.00		325.00		325.00		A	Not req						
4300	4 Parish Van Expenses	Insurance	650.00		639.00		639.00		A	Inflation	669	670			704	739
	Total Warden Materials and Equipment			2,630.00			3,231.00					3,824				
4500	Insurances			15,950.00	15,459.22		15,459.22	15,459.22	A	Inflation	17,005	17,006	17,006		17,856	18,749
4700	Membership of societies	CAPALC (E960), SLCC v2 (E370), ICCM (E100), ACRE (E60)	970.00		971.00		971.00		A	Inflation	1,017	1,017			1,068	1,121
	SLCC		370.00		386.00		386.00		A	Inflation	404	405			425	447
	ICCM		100.00		95.00		95.00		A	Inflation	99	100			105	110
	Membership of societies	Acce	60.00	1,500.00	50.00		50.00		A	Inflation	52	53			56	58
							1,502.00						1,575			
4900	Parish Clock	Service (E200); minor repairs (E200)		415.00	215.00	200.00	415.00	415.00	F	Inflation	435	435	435		457	480
5000	Parish Office:															
5000	1 IT/phone	Phone top-ups eg key holder	30.00													
5000	1 IT/phone	Website hosting (E22PCM)plus domain names (bi-yearly), Gov.uk (bi-yearly) plus Glassblade plug-in (E50)	250.00		224.00	86.00	310.00		F	E22PCM + E80	344	344			361	379
5000	1 IT/phone	IT support /back-up(£142 p/m)	1,700.00		1,204.00	402.00	1,606.00		F	Per Sharepoint quote	1,680	1,680			1,764	1,852
				1,980.00			1,916.00						2,024			
5000	2 Office Supplies	Stationery, tea, coffee etc	430.00		286.00	144.00	430.00		F	Inflation	450	451			474	497
5000	3 Photocopier Rent and Printing Costs	Rent (E550) plus printing	1,260.00		679.00	300.00	979.00		F	Inflation	1,025	1,026			1,077	1,131
5000	4 Parish Office Sundries	Publications, awards, reference books, shredding, unplanned etc	210.00		131.00	100.00	231.00		F	Inflation	242	242			254	267
5000	5 Postage		100.00						F							
5000	6 Office Licence Fee		15,000.00		15,000.00	-00	15,000.00		F	Per Agreement	15,000	15,000			15,750	16,538
5000	7 Office Cleaner		300.00						F							
5000	8 Software Licences	Adobe acrobat E160	160.00		100.00	102.00	202.00		F	Inflation	211	212			223	234
5000	8 Software Licences	Sage Payroll (E2 pcm)	80.00		36.00	48.00	84.00		F	Inflation	88	88			92	97
5000	8 Software Licences	Licence Fee Accounting software	1,610.00		141.00	2,000.00	2,141.00		F	Per Quote	3,275	3,275			3,439	3,611
5000	8 Software	New Accounting system							F	Per Quote	6,872	6,872			7,216	7,576
5000	8 Software	Sharepoint				1,200.00	1,200.00		F	N/A						
				19,150.00			20,267.00						27,166			
5000	Key Holder Services	Key Holder			1,143.00	750.00	1,893.00		F	Inflation	1,982	1,982			2,081	2,185
5000	9.3 Litter Picker & Warden cover	Litter picking plus equipment (say £275 per month); temporary warden sickness cover	6,300.00		2,092.00	825.00	2,917.00		F	Inflation	6,300	6,300			6,615	6,946
5000	9.4 DPO	CAPALC membership scheme	60.00			60.00	60.00		A	Inflation	63	63			66	69
5000	10 Office furniture & equipment	Computer equipment & furniture							F	Inflation						
	Total Parish Office			6,360.00			4,870.00						8,345			
5100	Salaries and Pensions	See salary Workings	82,000.00		61,851.70	30,000.00	91,851.70		F	Per Salary	103,582	103,582			108,761	114,199
5300	Sundry Expenses	ICO registration fee, defibrillator pads/batteries, Poppy Wreath etc, LCAS accreditation £130 (2022)	198.00		473.00		473.00		F	Inflation	495	496			521	547
5400	Training	Clr training programme plus staff training	1,600.00		1,240.00	360.00	1,600.00		F	Inflation	2,175	2,175			2,284	2,398
5700	Pension Scheme Service Charges		440.00		324.00	116.00	440.00		F	Inflation	461	461			484	508
5900	Bank charges - current a/c		231.00		176.00	34.00	210.00		F	Inflation	220	220			231	243
6000	Grants payable	Community Rail Partnership (E750) plus Grinnel Hill insurance (E2,000), mobile wardens (E7,500)	10,250.00		10,294.00	-00	10,294.00		A	Inflation	10,778	10,778			11,317	11,883
6005	Grant funding MAYD	50% MAYD	6,500.00						A	Inflation	6,500	6,500			6,825	7,166
6200	Staff & Councillor expenses		200.00						F							
6600	Timebanking expenses	Software (E150), phone (E140), mileage/Travel/other (E100)	390.00		546.00		546.00		F	Inflation	572	572			601	631
6700	War memorial								A	Inflation						
6800	Election costs	Election year 2022 - uncontested election costs SCDC (16 seats @ £15)							A	Inflation						
6900	Community events	Queens jubilee event(2022)/ Coronation (2023)	3,110.00		1,560.00		1,560.00		F	Inflation	1,633	1,634			1,716	1,801
							106,974.70						126,418			
			154,783.00	119,211.92	37,758.00	156,969.92	156,969.92					190,143			199,650	209,633
												35,360.00				

EDGE budget code	Expense Heading	Budget Item	2023/24 Budget		Actual to date	Forecast	2023/24 (Forecast)		Forecast/ Actual	Increase	2024/25 Budget			Notes and queries:	2025/26 Forecast	2026/27 Forecast	
			£	£			£	£			£	£	£			£	£
6400	Community Hub -maintenance/replacements	Maintenance Grant	15,000.00		4,590.00	10,410.00	15,000.00	15,000.00	A	As per prior year	15,000.00	15,000.00	15,000.00		15,750	16,538	
6401	Community Hub -maintenance/replacements	Maintenance - services: fire alarms(E330)	330.00			330.00	330.00		F		330.00	330.00	330.00		347	364	
6401	Community Hub -maintenance/replacements	Maintenance - fire extinguishers (E145)	165.00			165.00	165.00				165.00	165.00	165.00		173	182	
6401	Community Hub -maintenance/replacements	Maintenance - boiler service (E145)	145.00			145.00	145.00				145.00	145.00	145.00		152	160	
6401	Community Hub -maintenance/replacements	Maintenance - burglar alarm (E110)	110.00			110.00	110.00				360.00	360.00	360.00		378	397	
6401	Community Hub -maintenance/replacements	airconditioning x2 (E200)	200.00		280.00	-80.00	200.00				300.00	300.00	300.00		315	331	
6401	Community Hub -maintenance/replacements	stair lift (E330)	330.00		251.00	79.00	330.00				637.00	637.00	637.00		669	702	
6401	Community Hub -maintenance/replacements	PAT test (E200)	200.00			200.00	200.00				200.00	200.00	200.00		210	221	
6401	Community Hub -maintenance/replacements	legionella testing (E340)	340.00			340.00	340.00				1,000.00	1,000.00	1,000.00		1,050	1,103	
6401	Community Hub -maintenance/replacements	Automatic Doors									495.00	495.00	495.00		520	546	
6401	Community Hub -maintenance/replacements	Gutter clearance (E80)	80.00			80.00	80.00				83.76	84.00	84.00		88	93	
6401	Community Hub -maintenance/replacements	PV cleaning (E160)	160.00			160.00	160.00				167.52	168.00	168.00		176	185	
6401	Community Hub -maintenance/replacements	circuit testing (5 yrs - due 2027)									-	-	-		-	750	
6401	Community Hub -maintenance/replacements	Fire Risk Assessment									-	-	-		-	-	
6401	Community Hub -maintenance/replacements	Service charge - Hundred Houses	1,000.00			1,000.00	1,000.00		F	Inflation	1,047.00	1,047.00	1,047.00		1,099	1,154	
6401	Community Hub -maintenance/replacements	Small repairs/replacements (minor repairs, equipr replacements)	550.00		645.00	-95.00	550.00		F	Inflation	-	-	-		-	-	
6401	Community Hub -maintenance/replacements	Unplanned and emergency e.g. major equipr repairs/leaks etc	1,600.00		1,275.00	325.00	1,600.00		F	Inflation	-	-	-		-	-	
6401	Community Hub -maintenance/replacements	Maint Projects 2023/24 - per list (see project tab)	5,000.00		4,630.00	370.00	5,000.00				-00	-00	-00		-	-	
	Total Community Hub - maintenance/replacements		10,210.00				10,210.00						4,931.00				
6450		PWLB Community Hub - Interest	27,643.00		27,701.00		27,701.00		A		27,701.00	27,701.00	27,701.00		27,701.00	27,701.00	
6451		PWLB Community Hub - Capital	5,311.00		5,253.00		5,253.00		A		5,253.00	5,253.00	5,253.00		5,253.00	5,253.00	
			32,954.00				32,954.00						32,954.00				
					32,954.00	-00	-00	58,164.00	58,164.00					52,885.00		53,881.55	55,677.93
													-5,279.00				

Reserves

Asset Management Reserves

		£	Projects 24/25	Projects 25/26	Projects 26/27
Asset Management	Current Balance	87,611.71			
Melbourn Pavillion	Redecoration of walls, timber cladding, recoat steelwork		5,200.00		
Melbourn Pavillion	Redecorate internal				10,000.00
Fire House	Timber & Steel Gates redecoration		2,000.00		
Little Hands	External redecoration		7,000.00		
Little Hands	Replace Oil Storage Tank		4,000.00		
Little Hands Car Park	Car Park		20,000.00		
Clear Crescent	Resurfacing of playpark		10,000.00		
Church wall	Churchwall		25,000.00	25000	25000
Melbourn Hub	Redecoration of external		15,000.00		
		<u>87,611.71</u>	<u>88,200.00</u>	<u>25,000.00</u>	<u>35,000.00</u>
	Contribution to reserves		13,000.00	35,000.00	36,750.00
	Running Total	<u>87,611.71</u>	<u>12,411.71</u>	<u>22,411.71</u>	<u>24,161.71</u>
	Hub Reserve		Projects 24/25	Projects 25/26	Projects 26/27
	B/fwd	10,410.00			
Melbourn Hub	Repair to Cladding		2,000.00		
		<u>10,410.00</u>	<u>2,000.00</u>	<u>-00</u>	<u>-00</u>
	Contribution to reserves		15,000.00		
		<u>10,410.00</u>	<u>23,410.00</u>	<u>23,410.00</u>	<u>23,410.00</u>

Melbourn Parish Council January 2024 – District and County Councillors’ report

Apologies for the long report, owing to the December gap. Most is for information only.

LOCAL

Footway slurry treatment

Cambridge Road and Royston Road pavements are on the list for slurry treatment this year – awaiting more details.

Permits for Royston and Thriplow Recycling Centres in reciprocal county agreement

Following work to arrive at an arrangement for out-of-county residents to use Royston and Thriplow Recycling Centres, a permit system has been initiated for Herts residents to use Thriplow and Cambs residents to use Royston. This is a simple on-line form:

[Change to access at Royston and Thriplow Recycling Centres - Cambridgeshire County Council](#)

‘Street care and cleaning’ - special requests

[Street care and cleaning - South Cambs District Council \(scambs.gov.uk\)](#)

This website provides information on the next visit to our area by the street care team, which works on a ten-week cyclical basis and is managed by South Cambridgeshire District Council Environmental Health (not County Highways). You can use the contact information provided to request special clearance of a hot spot area.

Path upgrade to Meldreth Station

Preparatory work for the upgraded Meldreth-Melbourn path, connecting to Meldreth Station, is going well with construction work expected this spring. More details to come via Meldreth and Melbourn parish clerks.

Next Police On-line community meeting – 28 Feb:

Information on how to sign up for this meeting can be found here. Please note also the encouragement to fill out the community survey to help inform Police priorities.

[South Cambridgeshire | Cambridgeshire Constabulary \(cambs.police.uk\)](#)

Parking Enforcement in South Cambs

New Civil Parking Enforcement (CPE) powers in South Cambridgeshire will be given to Cambridgeshire County Council following Parliamentary approval.

Earlier this year an application was submitted to the Department for Transport (DfT) to enable Council Civil Enforcement Officers (CEOs) to issue Penalty Charge Notices for the majority of on-street offences such as parking on double or single yellow lines. Previously only the Police could do this.

Benefits are expected to include increased compliance with parking restrictions which in turn would improve traffic flow, road safety and lead to a reduction in obstructive and dangerous parking. It will also support economic growth in the district.

Following the decision by Government, the CPE scheme in South Cambridgeshire came into effect on 19 December. To give people notice and a chance to find a more suitable parking place, information

has now begun to be placed on vehicles that are parked in some areas where parking is in the greatest demand, such as commuting and shopping areas.

A Warning Notice will be issued to people who continue to park where there are restrictions throughout January – this looks like a parking ticket but there is no fine attached. Penalty Charge Notices will be issued from 1 February which will mean a fine of between £50 and £70, depending on the severity of the offence.

DISTRICT AND COUNTY GENERAL

New County Council volunteer driving scheme for helping children and young people get to education:

A new community transport type scheme has been initiated and will hopefully be able to make a difference to families struggling with transport to school. It's a particular issue for post-16s as there is no statutory requirement for councils to provide post-16 education and training transport assistance.

[Volunteer for the Passenger Transport Service - Cambridgeshire County Council](#)

Streetlights switchover on the way

A project to switch its streetlights to newer, more efficient LED lights is expected to begin in 2024 and will involve replacing 47,500 streetlights with LED lanterns. This will take two years to complete. The works should cause minimal disruption to residents, with no impact on roads or footpaths. Each unit should take about one hour to replace. The Council will share the proposed installation dates for each area before the start of the works and will publish this information on its web site. The Council's street lighting service provider, Balfour Beatty Living Places, will also provide information on its own web site. Questions can be addressed to Street.Lighting@cambridgeshire.gov.uk

New Highways maintenance way of working

From April, highways maintenance jobs will be signed off and coordinated by specialist teams rather than Local Highways Officers, though our LHOs will act as intermediaries to keep specialist teams informed of local needs and priorities. Specialist teams will deal with signs, lines, road surface treatment, path treatment and gullies. Teams have formed in anticipation, and we are all getting familiar with new ways of working - we will do our best to help make the transition. Please note that logging jobs on the Highways reporting site is still the right first step. [Report a highways fault - Cambridgeshire County Council](#) Any questions please let us know.

Regularizing gully clearing:

As previously reported, prior to the 2021 County Council Joint Administration, there was no systematic recording and care of gully maintenance. As part of a massive overhaul of Highways maintenance systems, and within a context of managed decline legacy and a visibly deteriorating network, highways maintenance is transitioning to a more accountable system, though resource remains very stretched and need very high. Indeed the upcoming budget requires significant additional expenditure to simply stand still.

All gullies have, for the first time, been mapped and recorded on a system called KaarbonTech. An initial program has been put in place to ensure all gullies are cleared every two years. Data on the state of each gully is now being recorded with each of those cleans. The next step is to put that together and adopt a smarter gully cleaning regime. Not all gullies need to be emptied every two

years, but some will need much more frequent routine work. The aim is to build up the data picture and be smart about where scarce resource is deployed. Parish clerks should now be receiving cyclical gulley clearance notices. Any hot spots should be logged on the Highways reporting site: [Report a highways fault - Cambridgeshire County Council](#)

Teenage fostering appeal In Cambridgeshire

There are currently more than 400 young people in the 12-18 age range who, for reasons beyond their control, are unable to continue living with their birth families. These young people would benefit hugely from the invaluable experience of people who have raised teenagers and supported them on their journey to independence. When you foster with the Cambridgeshire Fostering Service, you will receive:

- generous allowances and carer perks
- an individualised training programme tailored to your needs
- round-the-clock support
- a dedicated, skilled and experienced Supervising Social Worker

If you are over 21 years of age, have a spare bedroom, and believe you have the qualities and skills to become a compassionate, resilient foster carer, please get in touch. Facebook at @CCCFosteringService Online at www.cambridgeshire.gov.uk/residents/children-andfamilies/fostering-and-adoption Phone 0800 052 0078

Childminding careers

From the County Council: Are you interested in working in a profession which would enable you to work in your own home and continue to care for your own children, whilst providing quality care for children of working parents? If so Registered Childminding may be the profession for you. To help with starting your childminding business the Government are currently offering a grant of £600 towards your set up costs. We hold regular information evenings about childminding which are free to attend. If you are interested in finding out more please e-mail childminding@cambridgeshire.gov.uk for more information or call 01223 714657.

Chancellor's autumn statement

Cambridgeshire County Council leaders have expressed disappointment about the lack of any additional funding for local government in the Chancellor of the Exchequer's autumn statement.

Councils like Cambridgeshire have been underfunded for many years by central government, and central government are again asking for more growth without recognising the costs that brings: the need to provide more schools and more care for our growing older population.

A previously announced £2.3million over the next two years for highways improvements in Cambridgeshire is helpful, but it's a drop in the ocean of the need for investment in our highways network. Soaring inflation in highway maintenance costs, alongside the impact of climate change on our 4500 miles of roads, 37% of which are affected by peat damage due to extreme weather events, have left us with a huge challenge to simply stand still on keeping our roads safe. Like the Local Government Association said over the weekend, we need highways funding to be over a minimum of five years—as has been offered to National Highways.

We've already seen applications to our household support fund reach their highest ever levels this summer, compared to the same time last year.

Consultation on county budget proposals

Consultation is underway on the County Council's proposals for its 2024/5 budget, in what is being called 'the toughest year to set a balanced council budget'. The Government's one-year Local Government Financial Settlement announced last month does not compensate for the levels of demand and inflation that the council is faced with, particularly in areas such as children's social care, home to school transport and provision for children and young people with special educational needs or disabilities. A fair funding review for local councils promised by the Government has never materialised. The council is looking to support vulnerable people and improve highways maintenance, while still seeking to bridge a remaining £2M gap—even with a proposed council tax rise of 4.99% (2% for adult social care services, and 2.99% for general services). The Strategy, Resources & Performance Committee received and considered draft budget proposals at its meeting on Tuesday 19 December. The council's service committees will consider these at their various meetings in January. An online public survey has been launched and is open until 16 January: <https://www.cambridgeshire.gov.uk/budget-consultation-2024-5>

The Strategy, Resources & Performance Committee will make a final budget recommendation at its meeting on 30 January for Full Council to debate on 13 February. The draft proposals have been shaped by views gathered in the council's first Quality of Life Survey conducted over the summer. They focus on sustaining social services, continuing to provide free school meal vouchers for eligible children during holidays, progressing the council's commitment to pay the real living wage to people providing adult social care, and prioritising highways and cycleways maintenance across the county.

Potential savings have been identified to help bridge the funding gap. These include:

- Moving to LED streetlights (£1M in energy savings each year)
- Rationalising office accommodation (£1.5M in the next three years)
- Reviewing the highest cost children's placement costs, and home to school transport routes (more than £2M)
- Driving down the amount of bad debt (£0.5M)
- Reviewing income from permits and parking charges (just under £1M)

Supporting sustainable growth in Cambridgeshire

Since the initial announcement in summer 2023 about Government's 'Cambridge 2040' plans for up to 250,000 homes, council leaders and officers have begun to explore the vision for Cambridge 2040 with Government officials.

Following a visit to Cambridge by the Secretary of State in November, leaders from Cambridgeshire County, Cambridge City and South Cambridgeshire District councils, the Cambridgeshire and Peterborough Combined Authority, the Greater Cambridge Partnership, and local business wrote to urge Government to commit to supporting sustainable growth in Cambridgeshire. This commitment would involve:

- **Water scarcity:** Resolving the area's water supply challenges – including through a commitment to enhancing new supply options,

significantly better management of demand and investment in resilience of our rivers and the local environment.

- **Cambridge South East Transport (CSET):** Providing £162 million to support a Transport & Works Act application for a scheme that would link the city centre to the Cambridge Biomedical Campus and the southern cluster including Babraham.
- **Transport infrastructure:** Supporting the Greater Cambridge City Deal and Partnership transport programme which provides a deliverable solution for current growth and a scalable solution to support expanded growth ambitions with future public transport solutions.
- **Local Planning:** Supporting the Local Planning Authorities to become a pilot for a new form of plan making and allowing Greater Cambridge to have an up-to-date long term development strategy in place as soon as possible.
- **More genuinely affordable housing:** Providing support via Homes England for councils to implement a bespoke housing strategy to tackle the affordability crisis for essential key workers and the specific needs for homes in globally significant sciences and deep tech sectors across Greater Cambridge – in addition to local partners’ ongoing work to provide more affordable homes.
- **Match population growth with health and social care investment:** Providing funding for a detailed plan to enhance and improve the facilities at the Cambridge University Hospitals NHS Foundation Trust (CUH), along with further enhancements to primary and community-based care services and wider health and social care integration, to enable a truly preventative approach within Greater Cambridge.
- **Support specific sites to come forward:** Notably the relocation of the Anglian Water sewage treatment works in Northeast Cambridge and the relocation of Marshalls to Cranfield to unlock development at Cambridge East.

Joint Statement by local leaders on Government’s Cambridge 2040 plan (following on from previous item)

The Rt Hon Michael Gove, Secretary of State for Levelling Up, Housing and Communities on Cambridge 2040, unveiled updated plans for the Government’s ‘Cambridge 2040’ vision on 19 December 2023. The Government’s vision for Cambridge includes proposals for “northwards” of 150,000 new homes around Cambridge as part of a major new expansion of the city.

The leaders of Cambridge City Council, Cllr Mike Davey, South Cambridgeshire District Council, Cllr Bridget Smith, Cambridgeshire County Council, Cllr Lucy Nethsingha, and the Combined Authority Mayor of Cambridgeshire and Peterborough, Dr Nik Johnson, said: “Despite working hard to engage constructively with Government officials since the Secretary of State’s initial Cambridge 2040

announcement in the summer, it's deeply disappointing that once again Government plans for Cambridge seem to be being negotiated through the press.

"We note in the latest announcement that the number of new homes put forward by Rt Hon Michael Gove MP has come down from 250,000 to 150,000, but this is still substantially more than the over 50,000 homes we have identified as needed in the emerging Greater Cambridge Local Plan (to 2040) – a number which will already be incredibly challenging to bring forward. We are ambitious for high quality sustainable, green growth but can't stress enough how vital it is that Government supports us to tackle the issues that will otherwise act as roadblocks to sustainable growth.

"We have written to the Secretary of State a number of times over the past month to stress the importance of committing to sustainable growth, and to reiterate the support that is needed to enable us to plan for the homes set out in the emerging Greater Cambridge Local Plan.

"This includes prioritising sustainable public transport, community infrastructure such as schools and GPs, and water shortages in this region, which are putting our chalk streams under extreme pressure – an issue which the Greater Cambridge Planning Service warned in January 2023 could delay existing plans for housebuilding if not addressed by Government. We are still waiting for responses to these questions which would detail how Government proposes to support us in delivering a proposed 50,000 or so homes responsibly, let alone 150,000.

"Clarity is also needed as to who is involved in the 'Cambridge Delivery Group', what it will do, and how it will be governed. Devolution works best when local politicians are empowered to lead and deliver sustainable development and we will continue to work hard to represent our residents and ensure that Cambridge and its surrounding villages grow in a sustainable and carefully planned way."

parish clerk

From: [REDACTED]
Sent: 14 December 2023 16:04
To: Undisclosed recipients:
Subject: Highways and Streetlighting Contracts - Stakeholder surveys

Flag Status: Flagged

DISTRICTS & PARISHES: Can I please ask that you share this email with your respective Councillors?

Good Afternoon,

I am the Performance and Assurance Manager in the Highways Contracts and Commissioning team.

As part of our regular reviews of our contract performance I would like to ask for your input as a valuable stakeholder in the services delivered for Cambridgeshire County Council.

I am currently seeking feedback on our Highway Services contract delivered by Milestone under the "Cambridgeshire Highways" name, and on our Street Lighting PFI, delivered by Balfour Beatty Living Places.

These two contracts represent a great deal of the visible investment made by Highways and Transportation in our highway network, and as such it is important to understand the perception of these services.

There are two separate surveys for the suppliers linked below, and could I please ask that your responses reflect your views on the specific services delivered by the suppliers in question.

Highways Stakeholder Survey - <https://forms.office.com/e/H98RpH5NGG>

Streetlighting Stakeholder Survey - <https://forms.office.com/e/v4mbk4fMgT>

Each survey should take no more than 5 minutes to complete.

Your feedback is much appreciated and will help to ensure that opportunities to develop these services in the future are better understood.

The survey will run until close of business on 28th February.

I can advise that any data provided is at your discretion. Any data provided will not be used for any purpose other than assessment of this survey.

Kindest Regards,

[REDACTED]
Performance and Assurance Manager
Highways Contracts and Commissioning

A: New Shire Hall, Emery Crescent, Alconbury Weald, Huntingdon, PE28 4YE



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Cambridgeshire Highways – Stakeholder Survey

Background

This section will facilitate a better understanding of how views might vary across the county and allow us to follow up on comments where appropriate

1. Unless you wish to remain anonymous please provide a contact email

2. In which district is the area you represent situated *

3. Which area do you represent

Looking back

This section allows us to understand how we have performed over the past year relative to previous years. Please note that the survey relates only to the work undertaken by Cambridgeshire Highway and not other providers working in the highway such as Anglian Water, Openreach etc. This also excludes street lighting which is a separate contract.

4. Please select an option to show how strongly you agree/disagree with the following statements in relation to general maintenance of the highways network and highway improvement schemes in your local area

Strongly
Agree

Agree

Neutral

Disagree

Strongly
Disagree

Our work is organised and carried out in a safe manner

Our staff ensure there is minimal disruption and inconvenience during works

Cambridgeshire Highways – Stakeholder Survey

The level of tidiness during our works is satisfactory

The quality of completed work is satisfactory

The timescale for delivery of our work is satisfactory

Our staff act professionally and courteously towards members of the public

Our works contribute to a safer environment for the travelling public

Completed works achieve their stated outcome

You have a positive overall experience of the highway service in your area

5. If you have any additional comments you would like to make regarding general maintenance of the highways network or Local Highways Improvement schemes, please include them in the box below

Enter your answer

Looking forward

This section is designed to understand your priorities within your area and your views on where you would like to see Cambridgeshire Highways prioritise activity in the coming year

6. The Highway Service needs to deliver a number of maintenance activities with limited budgets. How would you prioritise the below activities to drive the outcomes you seek from the Highways Service in the year ahead *

1 Signage

2 Footways

3 Cycleways

4 Local Highway Improvement Schemes

5 Grass cutting and vegetation

6 Resurfacing

7 Potholes

8 Road Markings

9 Gullies and Drainage

7. In addition to the above activities are there any other Highway Service related activities you would seek to prioritise

Enter your answer

8. What one change would you make to the Highways Service that would deliver the greatest benefit for your area and residents

Enter your answer

Future Challenges

Our stakeholders represent a diverse range of knowledge and experience and we are keen to hear your thoughts on some of the challenges facing the service

9. Social value is defined as "wider financial and non-financial impacts of projects and programmes including the wellbeing of individuals and communities, social capital and the environment".

The council has recently released guidance on social value in procurement, however we have the opportunity to leverage existing relationships and contracts to begin to drive social value through our operations.

With this in mind, do you have thoughts or ideas on the types of social value initiatives you would like to see the Highway Service pursue?

Enter your answer

10. Reducing Carbon through construction has received a great deal of focus over past years and will continue to be a significant priority for the highway service.

What changes to our service could you see making an impact to the carbon footprint of our operations now or in future years?

Enter your answer

Streetlighting – stakeholder survey

Looking back

This section allows us to understand how we have performed over the past year relative to previous years. Please note that the survey relates only to the work undertaken by Balfour Beatty through the street lighting contract and not other providers working in the highway such as Anglian Water, Openreach etc. This also excludes Cambridgeshire Highways which is a separate contract.

4. Please select an option to show how strongly you agree/disagree with the following statements in relation to Streetlighting maintenance in your local area

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Our work is organised and carried out in a safe manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our staff ensure there is minimal disruption and inconvenience during works	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The level of tidiness during our works is satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The quality of completed work is satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The timescale for delivery of our work is satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our staff act professionally and courteously towards members of the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our works contribute to a safer environment for the travelling public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Streetlighting – stakeholder survey

Completed works achieve their stated outcome

You have a positive overall experience of the Streetlighting service in your area

5. If you have any additional comments you would like to make regarding general maintenance of the Streetlighting asset, please include them in the box below

Enter your answer

Future Challenges

Our stakeholders represent a diverse range of knowledge and experience and we are keen to hear your thoughts on some of the challenges facing the service

6. Social value is defined as "wider financial and non-financial impacts of projects and programmes including the wellbeing of individuals and communities, social capital and the environment".

The council has recently released guidance on social value in procurement, however we have the opportunity to leverage existing relationships and contracts to begin to drive social value through our operations.

With this in mind, do you have thoughts or ideas on the types of social value initiatives you would like to see the Streetlighting contract pursue?

Enter your answer

7. Reducing Carbon through construction has received a great deal of focus over past years and will continue to be a significant priority for Streetlighting.

What changes to our service could you see making an impact to the carbon footprint of our operations now or in future years?

Enter your answer

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 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
<u>INCOME</u>					
Conservation					
100	Allotment Rent	£2,800.00	£0.00	£2,873.79	£73.79
101	Allotment Insurance Premiums	£0.00	£0.00	£5.00	£5.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,650.00	£0.00	£6,727.51	£77.51
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£3,480.00	-£720.00
Total Cemeteries		£4,200.00	£0.00	£3,480.00	-£720.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£1,355.00	-£1,845.00
320	Hire of Recreation Grounds	£840.00	£0.00	£850.09	£10.09
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	£2,655.09	-£1,699.91
Finance & General Purpose					
410	Precept	£314,890.00	£0.00	£314,890.00	£0.00
420	Interest - Deposit Account Unity	£6,000.00	£0.00	£2,180.50	-£3,819.50
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£2,671.58	£2,671.58
435	Interest - Charity Bank	£0.00	£0.00	£593.95	£593.95
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£357.87	£357.87
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	£321,242.04	£352.04
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	£18,000.00	-£9,000.00
Total Rental Property		£27,000.00	£0.00	£18,000.00	-£9,000.00
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt Reserve		£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	£405,576.37	£-10,990.36

EXPENDITURE

Conservation

1000	Allotments	£3,150.00	£0.00	£687.62	£2,462.38
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£13,210.00	£0.00	£3,764.59	£9,445.41
1150	Stockbridge Meadows	£1,650.00	£0.00	£760.00	£890.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£5,280.00	£3,390.00
1300	Public Open Space Maintenance Cont	£6,420.00	£0.00	£4,040.00	£2,380.00
Total Conservation		£33,100.00	£0.00	£14,532.21	£18,567.79

Cemeteries

2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£1,521.67	£3,033.33
2100	Cemetery Grounds Maintenance	£5,590.00	£0.00	£3,741.64	£1,848.36
Total Cemeteries		£10,145.00	£0.00	£5,263.31	£4,881.69

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	£9,670.83	£4,519.17
3400	Pavilion	£10,065.00	£0.00	£6,755.30	£3,309.70
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£18,256.63	£10,288.37

Finance & General Purpose

4000	Audit, Legal and Professional Fees	£1,900.00	£0.00	£1,885.30	£14.70
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,630.00	£0.00	£1,691.73	£938.27
4500	Insurances	£15,950.00	£0.00	£16,097.77	£-147.77
4700	Membership of Societies	£1,500.00	£0.00	£1,502.19	£-2.19
4900	Parish Clock	£415.00	£0.00	£215.00	£200.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£5,536.23	£21,953.77
5100	Salaries, NI & Pensions	£82,000.00	£0.00	£61,706.20	£20,293.80
5300	Sundry Expenses	£198.00	£0.00	£472.93	£-274.93
5400	Training	£1,600.00	£0.00	£1,240.00	£360.00
5700	Pension Scheme Charges	£440.00	£0.00	£288.00	£152.00

5900	Bank Charges	£210.00	£0.00	£126.10	£83.90
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,250.00	£0.00	£10,294.20	-£44.20
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	£4,590.00	£10,410.00
6401	Community Hub - Maintenance & Replacements	£10,210.00	£0.00	£7,080.74	£3,129.26
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,104.93	-£1,104.93
6450	PWLB Community Hub - Interest	£27,643.00	£0.00	£27,701.25	-£58.25
6451	PWLB Community Hub - Capital	£5,311.00	£0.00	£5,252.95	£58.05
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	£458.42	£854.84	-£6.42
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	£10,854.82	£5,045.18
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£458.42	£168,498.75	£78,094.67

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	£463.16	£536.84
Total Highways		£1,000.00	£0.00	£463.16	£536.84

Rental Property

9000	Little Hands Nursery	£6,550.00	£18,621.45	£18,846.45	£6,325.00
Total Rental Property		£6,550.00	£18,621.45	£18,846.45	£6,325.00

Melbourn Area Youth Develpt Reserve

9500	MAYD Youth Club Expenditure	£0.00	£5,189.95	£5,189.95	£0.00
Total Melbourn Area Youth Develpt Reserve		£0.00	£5,189.95	£5,189.95	£0.00

Community Benefit Reserve

9600	Community Benefit Donations	£0.00	£22,978.64	£22,727.03	£251.61
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£22,978.64	£22,727.03	£251.61

S106 & Other Capital Grants Reserve

1400	S106 Expenditure	£0.00	£32,518.11	£32,518.11	£0.00
1410	S106 Community Transport Services	£0.00	£5,000.00	£5,000.00	£0.00
1450	Community Capital Fund Grant – Hub Ext	£0.00	£1,059.39	£1,059.39	£0.00
Total S106 & Other Capital Grants Reserve		£0.00	£38,577.50	£38,577.50	£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	£85,825.96	£292,354.99	£154,664.08
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Total Income	£363,095.00	£53,471.73	£405,576.37	-£10,990.36
Total Expenditure	£328,675.00	£85,825.96	£292,354.99	£122,145.97
Total Net Balance	£34,420.00		£113,221.38	

Cash & Bank Balances 30th November 2023

Ordinary Accounts

Petty Cash	£0.00
Prepaid Debit Cards	£600.00
Unity Bank Current Account	£202,144.18
Unity Bank Instant Access Deposit	£177,158.61

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,765.80
Nationwide 45 day Business Saver	£116,967.67
Cambs & County 1 Yr Fixed Term	£60,000.00

Total	£672,636.26
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 30th November 2023

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include due and unpaid transactions with invoice dates from 1st April to 30th November 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:

We have received all the precept instalments; income looks in line to achieve the budgeted figures Interest continues to be favourable. Match fees need to be reviewed.

Expenditure:

All expenditure seems to be in line with budget.

Shelley Coulman – RFO Melbourn Parish Council

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 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
<u>INCOME</u>					
Conservation					
100	Allotment Rent	£2,800.00	£0.00	£2,873.79	£73.79
101	Allotment Insurance Premiums	£0.00	£0.00	£5.00	£5.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,650.00	£0.00	£6,727.51	£77.51
Cemeteries					
200	Burial Fees	£4,200.00	£0.00	£4,650.00	£450.00
Total Cemeteries		£4,200.00	£0.00	£4,650.00	£450.00
Play Areas & Recreation Grounds					
300	Match Fees	£3,200.00	£0.00	£1,355.00	-£1,845.00
320	Hire of Recreation Grounds	£840.00	£0.00	£850.09	£10.09
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	£2,655.09	-£1,699.91
Finance & General Purpose					
410	Precept	£314,890.00	£0.00	£314,890.00	£0.00
420	Interest - Deposit Account Unity	£6,000.00	£0.00	£3,408.48	-£2,591.52
425	Interest - Nationwide 45 Day	£0.00	£0.00	£0.00	£0.00
430	Interest - Public Sector Deposit	£0.00	£0.00	£3,039.27	£3,039.27
435	Interest - Charity Bank	£0.00	£0.00	£593.95	£593.95
440	Interest - HTB	£0.00	£0.00	£0.00	£0.00
460	Miscellaneous Income	£0.00	£0.00	£3,947.26	£3,947.26
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£1,104.93	£1,104.93
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	£326,983.89	£6,093.89
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	£20,250.00	-£6,750.00
Total Rental Property		£27,000.00	£0.00	£20,250.00	-£6,750.00
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£0.00	£0.00	£0.00
Total Melbourn Area Youth Develpt Reserve		£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	£414,738.22	-£1,828.51

EXPENDITURE

Conservation					
1000	Allotments	£3,150.00	£0.00	£687.52	£2,462.48
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£13,210.00	£0.00	£3,942.92	£9,267.08
1150	Stockbridge Meadows	£1,650.00	£0.00	£760.00	£890.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£5,902.50	£2,767.50
1300	Public Open Space Maintenance	£6,420.00	£0.00	£4,925.00	£1,495.00
Total Conservation		£33,100.00	£0.00	£16,217.94	£16,882.06

Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,555.00	£0.00	£1,600.04	£2,954.96
2100	Cemetery Grounds Maintenance	£5,590.00	£0.00	£4,147.47	£1,442.53
Total Cemeteries		£10,145.00	£0.00	£5,747.51	£4,397.49

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	£10,527.96	£3,662.04
3400	Pavilion	£10,065.00	£0.00	£7,586.37	£2,478.63
Total Play Areas & Recreation Grounds		£28,545.00	£0.00	£19,944.83	£8,600.17

Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£1,900.00	£0.00	£1,885.30	£14.70
4200	Contingency	£0.00	£0.00	£0.00	£0.00
4300	Wardens' Materials, Equipment & Van	£2,630.00	£0.00	£2,011.73	£618.27
4500	Insurances	£15,950.00	£0.00	£16,097.77	-£147.77
4700	Membership of Societies	£1,500.00	£0.00	£1,502.19	-£2.19
4900	Parish Clock	£415.00	£0.00	£215.00	£200.00
5000	Parish Office, IT & Contractors	£27,490.00	£0.00	£6,116.47	£21,373.53
5100	Salaries, NI & Pensions	£82,000.00	£0.00	£69,620.59	£12,379.41
5300	Sundry Expenses	£198.00	£0.00	£472.93	-£274.93
5400	Training	£1,600.00	£0.00	£1,240.00	£360.00
5700	Pension Scheme Charges	£440.00	£0.00	£324.00	£116.00

5900	Bank Charges	£210.00	£0.00	£180.85	£29.15
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£10,250.00	£0.00	£10,294.20	-£44.20
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	£4,590.00	£10,410.00
6401	Community Hub - Maintenance & Replacements	£10,210.00	£0.00	£7,080.74	£3,129.26
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,104.93	-£1,104.93
6450	PWLB Community Hub - Interest	£27,643.00	£0.00	£27,701.25	-£58.25
6451	PWLB Community Hub - Capital	£5,311.00	£0.00	£5,252.95	£58.05
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	£458.42	£1,010.67	-£162.25
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	£12,417.27	£3,482.73
7200	Fire Engine House	£400.00	£0.00	£0.00	£400.00
Total Finance & General Purpose		£246,135.00	£458.42	£179,122.41	£67,471.01
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	£538.97	£461.03
Total Highways		£1,000.00	£0.00	£538.97	£461.03
Rental Property					
9000	Little Hands Nursery	£6,550.00	£18,621.45	£18,846.45	£6,325.00
Total Rental Property		£6,550.00	£18,621.45	£18,846.45	£6,325.00
Melbourn Area Youth Develpt Reserve					
9500	MAYD Youth Club Expenditure	£0.00	£7,357.95	£7,357.95	£0.00
Total Melbourn Area Youth Develpt Reserve		£0.00	£7,357.95	£7,357.95	£0.00
Community Benefit Reserve					
9600	Community Benefit Donations	£0.00	£48,508.98	£48,257.37	£251.61
9601	Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit Reserve		£0.00	£48,508.98	£48,257.37	£251.61
S106 & Other Capital Grants Reserve					
1400	S106 Expenditure	£0.00	£34,078.11	£34,078.11	£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	£40,137.50	£40,137.50	£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	£115,084.30	£336,170.93	£141,666.48
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Total Income	£363,095.00	£53,471.73	£414,738.22	-£1,828.51
Total Expenditure	£328,675.00	£115,084.30	£336,170.93	£107,588.37
Total Net Balance	£34,420.00		£78,567.29	

Cash & Bank Balances 31st December 2023

Ordinary Accounts

Petty Cash	£0.00
Prepaid Debit Cards	£935.48
Unity Bank Current Account	£147,549.03
Unity Bank Instant Access Deposit	£178,386.59

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£85,000.00
Charity Bank Ethical 1 Yr Fixed Term	£31,018.16
Nationwide 45 day Business Saver	£116,967.67
Cambs & County 1 Yr Fixed Term	£60,000.00

Total	£619,856.93
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Bank Accounts for Investments are in progress in line with the investment policy.

Melbourn Parish Council Finance Report 31st December 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 December 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:

We have received all the precept instalments, income looks in line to achieve the budgeted figures. Interest continues to be favourable.

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	Total	Transaction Details
6362	DD231218THREE	45248	20.00	4.00	24.00	24.00	3 Business Services - Up to 18 Nov 23
6359	BACS231218ACSTONE	45258	459.50	229.75	689.25	689.25	A. C Stoneworks - Supply and fit 18 x 18 sloping portland plaque.
6377	DD231106BRITISHGAS	45250	6.94	0.35	7.29		British Gas - Electricity bill - orchard road cemetery - 23 Oct - 20 Nov 2023
6378	DD231220BGAS	45266	220.24	11.01	231.25		British Gas - New Workshop - electricity bill 6 nov - 6 dec 2023
6394	DDBRITISHGAS	45250	9.41	0.47	9.88		British Gas - Electricity bill - orchard road cemetery - 20/10 - 20/11 23
6417	DDDEC23BGASPAV	45276	413.62	82.72	496.34	744.76	British Gas - Pavilion Electricity - 13/11/23 - 13/12/23
6406	BACS23DECCSFD	45273	6,683.00	-	6,683.00	6,683.00	Community Support For Dementia - Community Grant Award Dec 23
6366	BACSDEC23PETTIFER	45264	83.36	-	83.36	83.36	David William Pettifer - Litter picking
6365	BACSDEC23FIELDGATE	45264	140.00	28.00	168.00	168.00	Fieldgate Nurseries - Provision of Parish Christmas Tree
6370	BACSDEC23GREENLAND	45262	425.00	85.00	510.00	510.00	Greenland Tree and Landscapes - Cut side and trim top bowls club hedge
6354	BACS23DECH&CGM	45254	755.00	151.00	906.00		Herts & Cambs Ground Maintenance Limited - Old Rec
6355	BACS23DECH&CGM	45254	460.00	92.00	552.00		Herts & Cambs Ground Maintenance Limited - Grounds maintenance Hub Car park Chalkhill Barrow
6356	BACS23DECH&CGM	45254	405.83	81.17	487.00		Herts & Cambs Ground Maintenance Limited - Cemeteries and Church yard maintenance.
6357	BACS23DECH&CGM	45254	622.50	124.50	747.00	2,692.00	Herts & Cambs Ground Maintenance Limited - Verges
6407	BACS23DECHOMESTART	45273	2,907.34	-	2,907.34	2,907.34	Home Start (Royston) - Community Grant Award Dec 23
6358	BACS23DECJTRUEMAN	45254	112.00	-	112.00	112.00	Jason Trueman - October Pavilion Cleaning
6336	DD231102LLOYDS	45217	3.00	-	3.00	3.00	Lloyds Bank Plc - Lloyds Credit Card Monthly Fee
6372	BACS231218LUCID	45261	132.00	26.40	158.40	158.40	LUCID Systems
6400	BACS23DECMARKWYER	45266	156.30	-	156.30	156.30	Mark Wyer - Litter Picker
6401	BACS23DECDEOLIV	45271	140.00	-	140.00	140.00	Matthew De Oliveira - December -Key Services
6404	BACS23DECMACS	45273	7,910.00	-	7,910.00	7,910.00	Melbourn Action Community Support - Community Grant Award Dec 23
6412	BACS231128HUB	45260	204.17	33.33	237.50		Melbourn Community Hub Management Group
6411	BACS23DECHUB	45260	2,010.00	-	2,010.00		Melbourn Community Hub Management Group - PCN room rental - November x 2
6414	BACSJAN24HUB	45292	15,000.00	-	15,000.00	17,247.50	Melbourn Community Hub Management Group - Parish Office licence fee 2024
6405	BACS23DECMELSQUASH	45273	2,400.00	-	2,400.00	2,400.00	Melbourn Squash Club - Community Grant Award Dec 23
6410	BACS23DECMINIUTEMAN	45273	93.00	18.60	111.60	111.60	Minuteman Press Cambridge - Signage updates for Little Hands car park
6361	BACSdec23BACS	45259	13.00	2.60	15.60	15.60	Norburys Building & Landscape Supplies Ltd
6360	DD231201NOW	45261	36.00	7.20	43.20	43.20	Now Pensions - December 2023 monthly employer service charge
6418	BACSDEC23PHILLIMORE	45261	38.33	7.66	45.99	45.99	Phillimore Garden Centre - Lights and extension lead for christmas tree
6403	BACS23DECRELATE	45273	5,000.00	-	5,000.00	5,000.00	Relate Cambridgeshire - Community Grant Award Dec 23
6353	BACS231128SHIRES	45253	195.00	39.00	234.00	234.00	Shire Trees Limited - Clear fallen tree, allotments
6420		45268	(0.10)	-	(0.10)		Source for Business (Cambridge Water) - Water services - Allotments 1, The Moor, Melbourn - 1 June 23 to 30 Nov 23
6374	DD240108SFB	45254	3.19	-	3.19		Source for Business (Cambridge Water) - Water Workshop
6376	DD240108SFB	45254	103.19	-	103.19		Source for Business (Cambridge Water) - Water services - Allotments 2 - The Moor, Melbourn - 31 May 23 to 21 Nov 23
6375	DD240108SFBNEWWRD	45254	51.99	-	51.99		Source for Business (Cambridge Water) - Water services - New Road Cemetery - 31 May 23 to 21 Nov 23
6373	DD240124SFB	45254	66.62	-	66.62	224.89	Source for Business (Cambridge Water) - Water services - Pavilion - The Moor, Melbourn - 31 May 23 to 21 Nov 23
5879	DD	45261	32.28	-	32.28		South Cambs District Council - Waste Collection at the pavilion 9 of 12
5896	DD	45261	79.00	-	79.00		South Cambs District Council - Rates Victoria Way (9 of 10)
5905	DD	45261	259.00	-	259.00		South Cambs District Council - Rates - Pavilion Rec Ground Instalment 9 of 10
5915	DD	45261	1,272.00	-	1,272.00	1,642.28	South Cambs District Council - Rates Car Park (9 of 10)
6371	BACSDEC23TIMEBANKS	45261	150.00	-	150.00	150.00	Time Banks UK - Annual membership 30/11/23 - 30/11/24
6402	BACS23DECTOTC	45273	630.00	-	630.00	630.00	Turn On To Christmas - Community Grant Award Dec 2023
6397	DD231227UB	45264	49.65	-	49.65	49.65	Unity Bank - Account Charges 04/09/23 - 04/12/23
6419	DD231229UB	45274	5.10	-	5.10	5.10	Unity Bank - Account Charges 04/09/23 - 04/12/23
6367	DD231208YU1	45261	11.41	0.57	11.98		Yu Energy - Unmetered supply, Melbourn Parish Council, UM5011/11/23 - 30/11/23
6369	DD231208YU1	45261	52.03	2.60	54.63		Yu Energy - Unmetered supply, Melbourn Parish Council, UM5011/11/23 - 30/11/23Acc: 2000107117
6368	DD231208YU2	45261	12.37	0.62	12.99	79.60	Yu Energy - Unmetered supply, Melbourn Parish Council, UM5011/11/23 - 30/11/23Acc: 2000107118
Soldo Top up	BACS231218SOLDO				399.90	399.90	
Confidential Items eg Salaries, NI & Pensions						7,624.61	7,624.61

parish clerk

From: parish clerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 19 December 2023 12:51
To: 'rfo@melbournparishcouncil.gov.uk'; 'Cllr Steve Kilmurray'; 'Cllr Clark'; 'Cllr Cowley'; 'Cllr Hart'; 'Rebecca Barnes'
Subject: RE: Approvals and Payment run for December

Checked in the office.

Please note:

- Payment £125 to Sophie Marriage is on bank but doesn't pull through to the approvals report
- Payment £24.60 to Terry Muncy is expenses that doesn't get pulled through to the approvals report
- Soldo payment £347.26 is from November approvals

Thank you

Abi

From: rfo@melbournparishcouncil.gov.uk <rfo@melbournparishcouncil.gov.uk>
Sent: 19 December 2023 11:23
To: 'Cllr Steve Kilmurray' <cldr.kilmurray@melbournparishcouncil.gov.uk>; 'Cllr Clark' <cldr.clark@melbournparishcouncil.co.uk>; 'Cllr Cowley' <cldr.cowley@melbournparishcouncil.co.uk>; 'Cllr Hart' <cldr.hart@melbournparishcouncil.co.uk>; 'Rebecca Barnes' <cldr.barnes@melbournparishcouncil.co.uk>
Cc: 'parish clerk' <parishclerk@melbournparishcouncil.gov.uk>
Subject: Approvals and Payment run for December

Dear All,

The payments have been set up in the bank for Dec 23 I have attached the approvals and the payroll documents.

Kind Regards

Shelley Coulman

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. 1702**DATE** 30/11/2023**DUE DATE** 30/12/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Catering - buffets, etc Catering for Covid vaccinators on Sunday 26th November 2023	1	200.00	20.0% S	200.00
Room Rental - non commercial Menopause Cafe Hire of Austen Room 10:00 to 12:30 Wednesday 22nd November 2023	2.50	15.00	No VAT	37.50
To be drawn down from S106 health fund				
				INCLUDES VAT TOTAL
				TOTAL
				BALANCE DUE
				33.33
				237.50
				£237.50

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		33.33	166.67

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

hubadmin@melbournhub.co.uk

Company Registration No. 08320569



INVOICE

INVOICE TO

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

INVOICE NO. 1703**DATE** 30/11/2023**DUE DATE** 30/12/2023**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
Room Rental - NHS Hire of Bennett Room for October 2023	22	60.00	1,320.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 2nd November 2023	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Friday 3rd November 2023	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 13:00 Tuesday 7th November 2023	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 9th November 2023	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Friday 10th November 2023	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 13:00 Tuesday 14th November 2023	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 16th November 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 - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Friday 17th November 2023	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 13:00 Tuesday 21st November 2023	0.50	60.00	30.00
Room Rental - NHS Hire of Dickens Room 13:00 to 15:00 Tuesday 21st November 2023	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 23rd November 2023	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Friday 24th November 2023	1	60.00	60.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 13:00 Tuesday 28th November 2023	0.50	60.00	30.00
Room Rental - NHS Hire of Norbury Room for PCN. 08:30 to 17:30 Thursday 30th November 2023	1	60.00	60.00

Monies to be drawn from the ICB fund

BALANCE DUE

£2,010.00

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

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

Melbourn Community Hub

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



INVOICE

INVOICE TO

30 High Street
Melbourn
Hertfordshire
SG8 6DZ

INVOICE NO. 1704

DATE 01/01/2024

DUE DATE 31/01/2024

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Services Annual Licence Fee for 2024	1	15,000.00	15,000.00

BALANCE DUE

£15,000.00

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

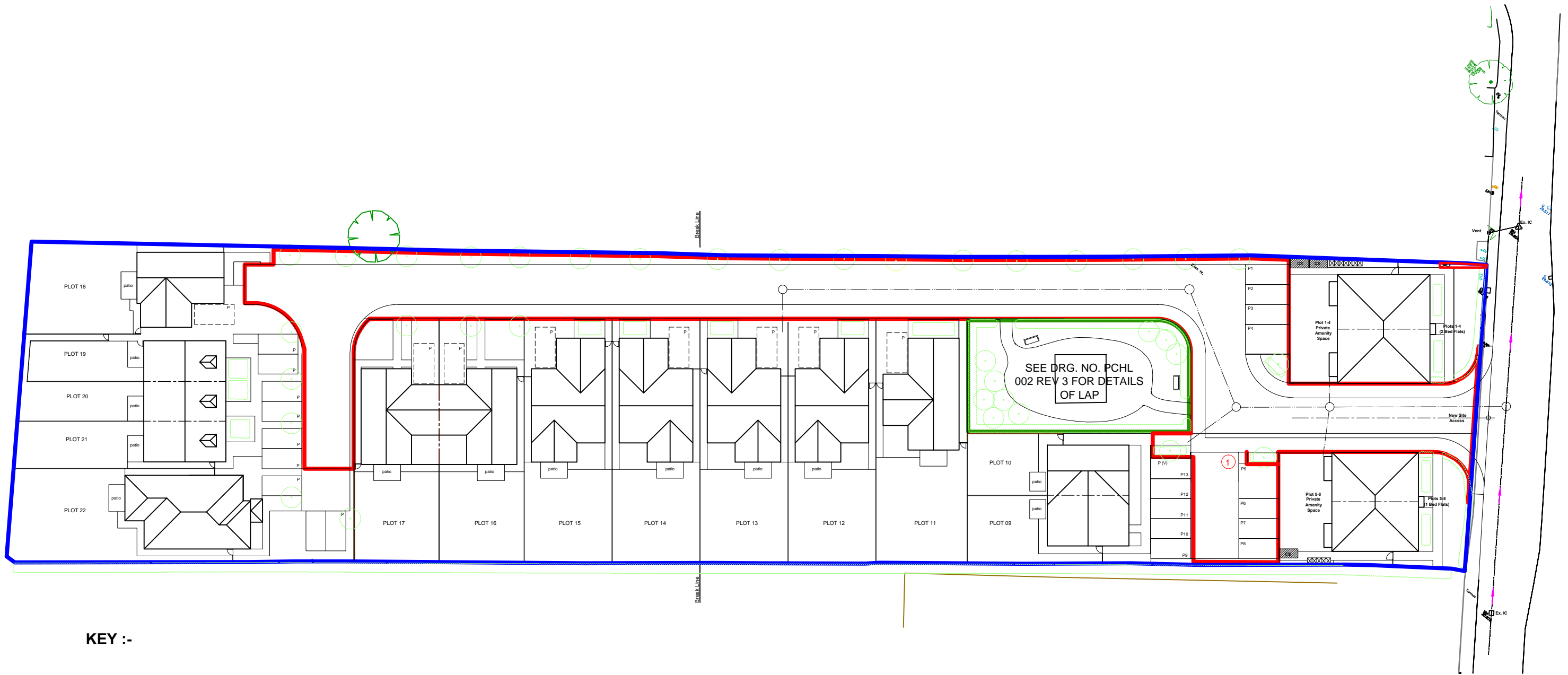
Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

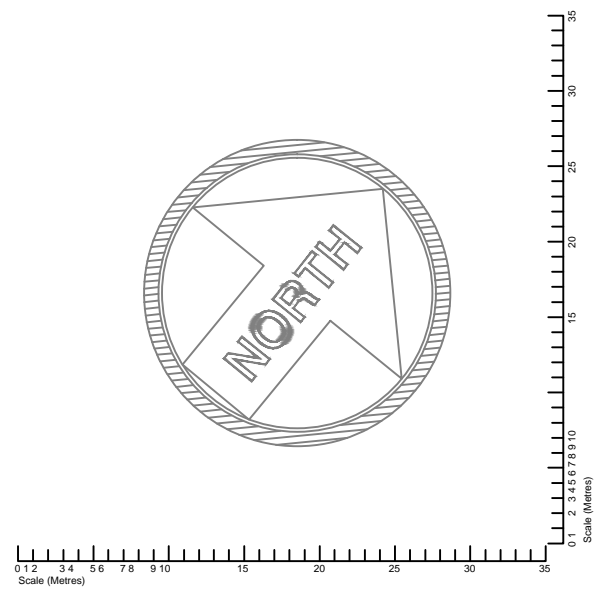
1.	Title number(s) out of which the property is transferred: CB423733 and CB290748
2.	Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:
3.	Property: Play Area at land at 36 New Road, Melbourn, Royston, SG8 6BY The property is identified <input checked="" type="checkbox"/> on the attached plan and shown: edged green on the Plan <input type="checkbox"/> on the title plan(s) of the above titles and shown:
4.	Date:
5.	Transferor: R2 Developments Ltd <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: 07092621 <u>For overseas entities</u> (a) Territory of incorporation or formation: (b) Overseas entity ID issued by Companies House, including any prefix: (c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:
6.	Transferee for entry in the register: Melbourn Parish Council <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix: <u>For overseas entities</u> (a) Territory of incorporation or formation: (b) Overseas entity ID issued by Companies House, including any prefix: (c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:

7.	<p>Transferee's intended address(es) for service for entry in the register:</p> <p>Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ</p>										
8.	<p>The transferor transfers the property to the transferee</p>										
9.	<p>Consideration</p> <p><input type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures): 1.00</p> <p><input type="checkbox"/> The transfer is not for money or anything that has a monetary value</p> <p><input checked="" type="checkbox"/> Insert other receipt as appropriate:</p> <p>The Transferee has received from the Transferor by way of a commuted payment the sum of £12,950 relating to the future management and maintenance of the Property.</p>										
10.	<p>The transferor transfers with</p> <p><input checked="" type="checkbox"/> full title guarantee</p> <p><input type="checkbox"/> limited title guarantee</p>										
11.	<p>Declaration of trust. The transferee is more than one person and</p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants</p> <p><input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares</p> <p><input type="checkbox"/> they are to hold the property on trust:</p>										
12.	<p>Additional provisions</p> <p>12.1. Definitions</p> <table border="0"> <tr> <td data-bbox="328 1541 459 1574">"Disposal"</td> <td data-bbox="643 1541 1506 1641">a disposal within the meaning of section 27(2) of the Land Registration Act 2002 of the whole or any part or parts of the Property and "dispose" shall be construed accordingly</td> </tr> <tr> <td data-bbox="328 1671 432 1704">"Estate"</td> <td data-bbox="643 1671 1506 1738">the Transferor's development being all of the land edged blue on the Plan other than the Property</td> </tr> <tr> <td data-bbox="328 1767 523 1800">"Estate Roads"</td> <td data-bbox="643 1767 1506 1935">all roads verges footpaths and cycletracks now or later constructed within the Estate (and being those roads shown within the land edged red on the Plan) (and which for the avoidance of doubt excludes any shared or private driveways not intended for use by the Estate)</td> </tr> <tr> <td data-bbox="328 1964 408 1998">"Plan"</td> <td data-bbox="643 1964 962 1998">the plan attached hereto</td> </tr> <tr> <td data-bbox="328 2027 587 2060">"Relevant Authority"</td> <td data-bbox="643 2027 1506 2141">all statutory corporations, local or other authorities and all bodies exercising statutory rights, powers or obligations, which shall include but not be limited to highway, planning, drainage, water, electricity, gas, telecommunications supplies and any other</td> </tr> </table>	"Disposal"	a disposal within the meaning of section 27(2) of the Land Registration Act 2002 of the whole or any part or parts of the Property and "dispose" shall be construed accordingly	"Estate"	the Transferor's development being all of the land edged blue on the Plan other than the Property	"Estate Roads"	all roads verges footpaths and cycletracks now or later constructed within the Estate (and being those roads shown within the land edged red on the Plan) (and which for the avoidance of doubt excludes any shared or private driveways not intended for use by the Estate)	"Plan"	the plan attached hereto	"Relevant Authority"	all statutory corporations, local or other authorities and all bodies exercising statutory rights, powers or obligations, which shall include but not be limited to highway, planning, drainage, water, electricity, gas, telecommunications supplies and any other
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KEY :-

- LAND TRANSFERRED TO MANAGEMENT COMPANY
- ① BRICK GARDEN WALL OWNED BY HA
- EXTENT OF LAP TO BE MAINTAINED BY R2 DEVELOPMENTS LTD UNTIL ADOPTION BY PARISH COUNCIL



E	REVISED	27.01.2022
D	REVISED	16.11.2021
C	REVISED	23.04.2021
B	REVISED	22.04.2021
A	REVISED	20.04.2021

PCHL

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

project **ROSEMARY PLACE, MELBOURN
 CAMBRIDGESHIRE** scale **1:500 @ A3**
 da **APRIL 2021**
 title **MANAGEMENT COMPANY
 EXTENTS** dwg no **28617.536 E**

authority or body or company to which the powers of such authority, both or company are delegated

“Projections” all foundations, footings, chimneys, flues, eaves, guttering, drainpipes, spouts, fence posts and similar projections

“Services” the supply of water, electricity, gas, telecommunications, cable television and for the disposal of foul and surface water or other services

12.2. RIGHTS GRANTED FOR THE BENEFIT OF THE PROPERTY

The right for the Transferee and its successors in title to all or any part of the Property and those authorised by them to go pass and repass at all times and for all purposes with or without vehicles over and along the Estate Roads which are necessary for the purpose of access to and egress from the Property to the highway known as Melbourn Road until such a time as the same shall be adopted by the Relevant Authority as highways maintainable at public expense.

12.3. RIGHTS RESERVED FOR THE BENEFIT OF THE ESTATE

There are reserved out of the Property for the benefit of the Estate the following:

- 12.3.1. Rights to enter the Property in order to construct any Projections and any walls or fences relating to adjoining land or buildings.
- 12.3.2. Rights to enter the Property for the purpose of complying with the requirements of any Relevant Authority.
- 12.3.3. Rights to enter the Property to plant trees or shrubs or to carry out landscaping operations or to fulfil the requirements of any relevant planning permission.
- 12.3.4. The right to use all or any part of the Estate or adjoining land for building or other purposes whether or not such use shall obstruct or diminish the right of light now or at anytime hereafter enjoyed by the Transferee from time to time.
- 12.3.5. There shall be accepted and reserved out of the Property for the benefit of the Estate all such other rights, easements and quasi-easements as are necessary for the better use, enjoyment and development of the Estate by the Transferor

12.4. RESTRICTIVE COVENANTS BY THE TRANSFEE

The following covenants are for the benefit of any parts of the Estate still owned by the Transferor and between all purchasers of Plots on the Estate and shall be enforceable against the Transferee.

- 12.4.1. Not to use the Property for any purpose other than as public open space land and not to exclude any persons from the same who have rights to use and enjoy the same (save where consent is granted by R2 Developments Ltd (company registration number 07092621)).

12.5. DECLARATIONS AND INDEMNITY

- 12.5.1. The Property does not have any rights of light air or other rights (except as by this Transfer expressly granted) which would restrict the way in which the Estate or any other land acquired by the Transferor can be dealt with
- 12.5.2. The Property shall not, by virtue of this Transfer, have any rights or easements or the benefit of any other matters over land retained by the Transferor other than those (if

any) which are expressly reserved or mentioned in this Transfer and Section 62 of the Law of Property Act 1925 is qualified so as not to include any liberties, privileges, easements, rights or advantages over the land retained by the Transferor except as expressly granted by this Transfer

12.5.3. The Transferor shall include all future owners of any part or parts of the remainder of the Estate and the Transferee shall include all future owners of the Property

12.5.4. The Transferor agrees to reinstate and/or replace any trees, shrubs or other planting, seeding or turfing on the Property as required by paragraph 1.3 of Part II of the Second Schedule of the Section 106 agreement dated 25th April 2019 made between South Cambridgeshire District Council (1), Cambridgeshire County Council(2), Nicholas Newman and Maureen Catherine Newman(3), R2 Developments Ltd(4) and Handelsbanken PLC (5) (the "S106 Agreement") until South Cambridgeshire District Council issue a certificate as referred at paragraph 1.4 of Part II of the Second Schedule of the S106 Agreement ("Maintenance Certificate"). For the avoidance of doubt, the Transferee will be solely responsible for the ongoing maintenance and reinstatement of the Property following the issuing of the Maintenance Certificate.

13 Execution

Executed as a Deed by MELBOURN PARISH COUNCIL acting by Councillor [] and Councillor [] as two authorised signatories on behalf of Melbourn Parish Council in the presence of the Clerk

.....
Councillor

.....
Councillor

.....
Clerk

Executed as a deed by **R2 Developments Limited** acting by [] a director in the presence of:

.....
Signature of witness

.....
Name of witness

.....
Address of witness

.....
Occupation of witness

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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From: [REDACTED]
To: [parish clerk](#)
Cc: [REDACTED]
Subject: RE: Orchard Gardens, Melbourn
Date: 06 December 2023 16:21:20
Attachments: [REDACTED]

Hi Abi

We have discussed this internally and we are happy to pay the Parish Council £2980 + VAT for you to complete the works to open space as set out in the above letter. If you could please arrange an invoice for the amount payable and I will raise the necessary paperwork to get this paid.

Once the works are complete the open space will be considered ready for transfer. You will need to confirm in writing when the works are completed and then we can arrange and complete the legal transfer and pay the Parish Council the agreed commuted sum.

Could you please confirm that you are happy to proceed on this basis.

I look forward to hearing from you.

Kind regards

[REDACTED]

[REDACTED] | Planning Manager

[REDACTED] | [REDACTED] | www.stonebondproperties.com



Stonebond Properties (Chelmsford) Limited

Stonebond House, 132-136 New London Road, Chelmsford, Essex, CM2 0RG



This email is sent for and on behalf of Stonebond Properties (Chelmsford) Limited registered in England and Wales (registered number 05410293) whose registered office is at Stonebond House, 132 – 136 New London Road, Chelmsford, Essex CM2 0RG.

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

Sent: Wednesday, December 6, 2023 10:39 AM

To: [REDACTED]

Cc: [REDACTED]

[REDACTED]



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

3rd December 2023

[REDACTED]
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

Dear [REDACTED]

Nice to see you the other day, were quoting for the various works we discussed at Piggotts Close, Melbourn.

Sunken area to right on entrance, Remove old turf on the bank, supply soil & returf. Selective weed killer in the lower area, followed by some over seeding & sprinkling of fine soil, remove all debris from site. **Total £580.00 x Vat**

Slide mound, remove old turf, prep with new topsoil & returf the area with new turf, remove all debris from site. **Total £520.00 x Vat**

Remove & replace/renew old fences/gate that are either unsafe or unsteady & redo using some of the old timbers, supply new timbers where needed & postfix, remove all debris from site **Total £1240.00 x Vat**

Planting, various failed plants on site, replant the failed hedge at rear of play area against fence, replace 2 x flowering cherry trees, remove any debris from site **Total £640.00 x Vat**

Total for all works £2980.00 x Vat

All works would be to a high standard

Should you have any questions please do not hesitate to contact me

Kind Regards

Justin Willmott

Summerhouse Farm, New Road, Melbourn Royston Herts SG8 6DL
Tel: 01763 261 999 Email: Justin@hcgmltd.co.uk
VAT Reg: 987421972 Company number: 6936328

Dog Café Christmas dinner



Wellbeing Walk Christmas lunch at The Hub



'Eyes down' for Bingo with Mulled wine and mince pies



Memory Cafe with Lift off Choir



Melbourn Timebank Report: December '23/January '24

December & January activities

1	Doggie Disco 4 Dec 🐕 🧑 🧒
	Household Support Fund applications - 22
16	MACS Food Bank Sessions facilitated by Timebank
16	MACS Cozy Corner sessions facilitated by Timebank
1	Memory Café with Lift Off choir 16 Dec
	32 Christmas treat bags distributed and 4 Hope CIC Hampers to families
3	MACS Hot lunches at Cozy Corner including Mulled Wine, Mince pies & Bingo event 21 Dec – 30 attendees
1	MACS Craft Stall at Southwell Court
1	Dog café Christmas dinner at the Dolphin 11 Dec - 24 attended
1	WellBeing Walk Christmas lunch at The Hub 13 Dec with Carols – 34 attendees

On-going weekly activities

Mondays	Food Bank 10-12 - Cozy Corner with Craft Corner 12-3
Tuesdays	Dog Café 10-12 🐕
Wednesdays	Wellbeing Walk 10.30 🧑
Thursdays	Coffee Morning 10-12 at the Dolphin and Food Bank 10-12 at Vicarage Close and Cozy Corner 12-3.00

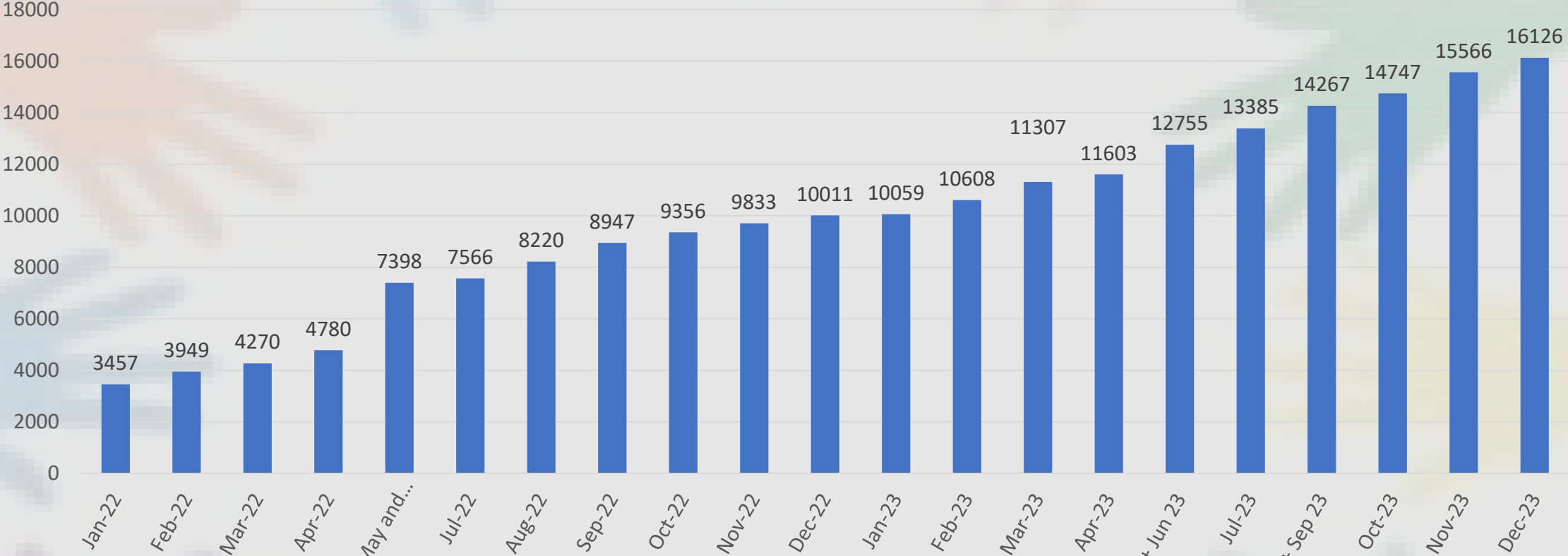
Membership growth data: to 10 /01/24

	Noc	Dec	Conversion	Pipeline
Individual Members	132	135	3	2
Organisational Members	18	18		1

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Post Engagement
2187	476	242

Total Hours Exchanged To Date



AOB and forthcoming events

MACS www.melbournfoodbank.co.uk

melbournactioncommunitysupport



From: [REDACTED]
To: [Parish Clerk](#)
Subject: Lights and traffic/potholes on The Moor
Date: 04 January 2024 09:19:27

Dear Sophie,

I hope all is well and Happy New Year.

We had a couple questions that have come up over discussions with neighbours during the holidays.

[REDACTED]

Second, you may already have awareness of this, but the traffic issues on The Moor are becoming increasingly problematic from our perspective during school drop off/pick up times. I have almost been in several accidents of late as cars come too fast around the corners and don't assess whether there are cars coming down The Moor and it leads to unsafe back ups and traffic situations. This is also a dangerous issue for pedestrians and the kids walking to and from school. There have been several times where kids have had to step into the road at the same time as cars are going by trying to swerve to avoid other cars where the parked cars allow for only one lane of traffic. Can you let us know if this is a parish or county council issue and if the former, are there any plans to observe the traffic and propose solutions to make it more safe for residents and the pedestrians/children walking to and from the school? The potholes and state of the road also make this situation much worse. Any insight you can offer would be greatly appreciated.

[REDACTED]

Thanks in advance for any help you can offer and let us know if there's anything we can do as residents.

Best wishes,

[REDACTED]

--

[REDACTED]

Certificate of achievement

This certifies that

Alexandra Coxall

has completed and passed the

ILCA

Introduction to Local Council Administration

The Essential Knowledge

a sector-specific eLearning course

22/11/2023



Helen Quick
Head of Conferences, Training and Education, SLCC

Congratulations you have received 8 CPD points
for completing all 5 modules

Certificate of achievement

This certifies that

Abigail Williams

has completed and passed the

ILCA

Introduction to Local Council Administration

The Essential Knowledge

a sector-specific eLearning course

22/11/2023



Helen Quick
Head of Conferences, Training and Education, SLCC

Congratulations you have received 8 CPD points
for completing all 5 modules

Financial Regulations [England]

(based on NALC Model Financial Regulations [England])

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

1. GENERAL

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

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

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

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

- measures to ensure that risk is properly managed.

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

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

shall be a matter for the full council only.

1.14. In addition the council must:

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

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4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

- the council for all items over £5,000 excluding VAT;
- a duly delegated committee of the council for items over £500 up to £5,000
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £500. However, expenditure up to £1,000 may be authorised by the Clerk in circumstances outlined in 4.5 below.
- On items required for the Parish Office or to allow- them to carry out the functions of the parish office, the Clerk shall be allowed to spend up to **£200 excluding VAT** without prior approval of the Council.

- For items of expenditure related to and explicitly included as part of full council pre-approved contracts covering embedded building systems and services (on any/all Parish-owned buildings), the Clerk will authorise both scheduled and unscheduled work as this arises provided this is within budget. If work is required that falls outside of contract terms it will be authorised by exception, ether by agenda at full council or though councillors by an email decision.

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

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- Urgent Emergency Work: Circumstances may arise where emergency service or equipment replacement is needed for safety reasons or (in the specific case of the Hub building and or its commercial operations) where urgent approval of spend is required to protect the assets or finances of the Hub and the council. When this arises the following authorisation process will be used, depending on the case in question:

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- For items of budgeted non-contract expenditure on the Hub, the Clerk and Chair can authorise expenditure up to £1,000. This provision relates to items requiring emergency action,

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- For items of expenditure relating to emergency maintenance which fall between £1000 and £5000 the Clerk will issue an email decision notice to all Parish Councillors (who are not also Directors of the Hub Management Group) and subject to a majority approval authority will be granted to the Clerk to action payment of approved amount,

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- Where immediate action relating to emergency maintenance is needed to protect Parish assets and the Hub business, the Clerk and Chair can authorise up to £15,000 provided retrospective approval of full Council is obtained. Such action should be taken with the support of Hub management and cost estimates obtained prior to acting. Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also

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by the Chair.

~~For items of budgeted expenditure on the Hub, the Clerk and Chair (provided the Chair is not director of the Hub Management Group) up to £15,000. For items of expenditure relating to emergency maintenance, the Clerk and Chair up to £15,000 provided retrospective approval of full Council is obtained.~~

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

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by an email confirming such review by the Chair of HR Panel. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Full Parish Council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting Finance and General Committee or
 - c) Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or

obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and General.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be authorised by 2 Members.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

£200 unless authorised in accordance with the Council's Policy and Procedure for Prepaid Debit Cards.

- 6.20. A corporate credit card in the name of Melbourn Parish Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. The credit card limit will be £5,000, as set out in the Credit Card Policy and Procedure (document 4.35). Expenditure must be approved in advance by Council and shall be in accordance with the Council's Policy and Procedure for Credit Cards. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Receipts for payments made shall be forwarded to the RFO with a claim for reimbursement in accordance with the Policy and Procedure for Petty Cash.
- a) The RFO may maintain a petty cash float of up to £30 for the purpose of defraying operational and other expenses. Receipts for payments made from petty cash shall be kept to substantiate the payment. The maximum amount that can be repaid from petty cash is £10.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

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

- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

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

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

9. INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

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

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

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

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post or email. Each tendering firm shall be invited to submit their tender in a marked sealed envelope and which shall remain sealed until the prescribed date for opening tenders for that contract. Tenders submitted by email should clearly state the specific reference and title of the tender in the email heading.
- f. All sealed tenders shall be opened by the Proper Officer, after the deadline for submission of tenders has passed, at a council or committee meeting at least one week before consideration by Councillors.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 c-f, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall use their reasonable endeavours to obtain 3 quotations (priced descriptions of the proposed supply). If fewer than 3 tenders have been received by the deadline, the Chair of the Council or of the relevant Committee will consider extending the tender deadline as set out in Policy and Procedure for Procurement of Goods and Services (document 3.34) and Policy and Procedure for the Appointment of Contractors (document 4.22);
- i. where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

³ Thresholds currently applicable are:

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

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

- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

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

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

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

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15. INSURANCE**
- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

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

17. RISK MANAGEMENT

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

19. GENERAL RESERVES

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

MELBOURN PARISH COUNCIL

Doc.No.: 4.17
Version: 6
Date approved: 24 April 2023
Review date: April 2024

MELBOURN PARISH COUNCIL

Doc.No.: 4.17
Version: 6
Date approved: 15 January 2024
Review date: January 2025



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~24 April 2023~~ 15 January 2024

Document Review Policy: 1 Year from last approval