



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

👤 **Abi Williams, Clerk**  
👤 **Alex Coxall, Deputy Clerk**  
✉ [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
☎ **01763 263303, ext 3**  
🌐 [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

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**MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Finance & Good Governance Committee held on Tuesday 16 December 2025, at 7:30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ**

**Present:** Cllrs Alexander, Campbell, Clark, Kanagarathnam (Chair)

**Absent:**

**In attendance:** Abigail Williams (Clerk), Shelley Coulman (RFO)

**FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES**

*Meeting started 19:31*

**FG031/2526** To receive and approve apologies for absence

Apologies were received from Cllrs Barnes, Hart and Redelinghuys with acceptable reasons given.

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

**FG032/2526** To receive any Declarations of Interest and Dispensations

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

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

None received.

**FG033/2526** **Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public present.

**FG034/2526** To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 4 November 2025.

It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 4 November 2025 as an accurate record.

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

**FG035/2526** To receive the Timetable for Recurring Agenda items and consider actions.

Small change to recurring agenda items was approved.

Cllr Clark asked if the meeting in December could be moved to earlier in the year. RFO reported that the current timetable for works was appropriate. A review could take place in future if it was felt necessary.

It was RESOLVED to approve the changes to the timetable for recurring agenda items.

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

**FG036/2526** To note VAT return / refund.

It was noted that the October 2025 refund of £5,685.74 had been received.

**FG037/2526** To review and consider Little Hands rent.

It was RESOLVED that it would be recommended to full Council that Little Hands rent would be increased by £1,107 (4.1%), an increase from £27,000 to £28,107 – to be reviewed in 12 months.

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

**FG038/2526** To consider actions in relation to internal audit

- a) To consider recommending the appointment of CAPALC as Internal Auditors for 2025/26

It was RESOLVED to recommend to Full Council to appoint CAPALC as Internal Auditor for 2025/26. Cost breakdown received with final costs available after the audit has taken place. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

**FG039/2526 BUDGET 2026/27**

- a) To receive South Cambridgeshire District Council request for precept figures and tax base calculation for 2026/27.

Request for precept figures received. Tax base calculation for 2026/27 reviewed and agreed as no action required.

- b) To consider draft estimate of income and expenditure for the forthcoming financial year for recommendation to full council.

Draft precept calculations were presented by the RFO, key points included:

- RFO noted that improvements had been made to the allocation of budget funds to different areas and explained some of the variances between current and next years figures.
- Income to remain around current levels but reflecting small increase to Little Hands rent.
- Consideration should be taken of growing office requirements – reserve to be created to cover any future costs for increased office space / alternative working arrangements.
- Inclusion of reserve funds for Local Highways Improvement projects to be precepted over two years to reduce potential impact on precept.
- Importance of investing in a strategic plan was discussed – highlighting the need to review current asset portfolio and look for ways to develop offerings for the community. Funds have been allocated to this project for 2026/27.

It was RESOLVED to recommend the draft budget for 2026/27 of £367,776, increased from 2025/26 by 5.01% (£17,559) to Full Council.

Proposed by Cllr Clark, seconded by Cllr Campbell, all in favour.

**FG040/2526 Policies**

- a) To review and consider updates to Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) and to recommend to Full Council.

It was RESOLVED to approve the changes to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) and to recommend to Full Council. Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.

- b) To review and consider updates to Risk Management Policy (Document 4.19) and to recommend to Full Council.

It was RESOLVED to approve the changes to the Risk Management Policy (Document 4.19) and to recommend to Full Council.

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

- c) To note review of Model Publication Scheme Policy (Document 4.07) is due but is deferred until new IT Policy is in place due to references to current policy.

It was noted that a review of the Model Publication Scheme Policy (Document 4.07) will follow the creation of a new IT policy to be presented in the New Year in order to reflect any changes.

**FG041/2526** To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 21 April 2026 at 7.30pm.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 21 April 2026.

*Meeting closed 20:49*



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**MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE**  
(District of South Cambridgeshire)

**A meeting of the Finance & Good Governance Committee held on Tuesday 4 November 2025, at 7:30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ**

**Present:** Cllrs Alexander, Clark, Kanagarathnam (Chair), Redelinghuys

**Absent:**

**In attendance:** Abigail Williams (Clerk), Shelley Coulman (RFO)

**FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES**

*Meeting started 19:33*

- FG015/2526** To receive nominations and elect a Vice Chair of the Finance & Good Governance Committee  
Cllr Redelinghuys was nominated. There were no other nominations.  
It was **RESOLVED** to elect Cllr Redelinghuys as Vice Chair of the Finance & Good Governance Committee for the civic year 2025/2026.  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- FG016/2526** To receive and approve apologies for absence  
Apologies were received from Cllrs Hart and Campbell with acceptable reasons.  
It was **RESOLVED** to accept apologies from Cllrs Hart and Campbell.  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- FG017/2526** **To receive any Declarations of Interest and Dispensations**  
*Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.*  
a) To receive declarations of interest from councillors on items on the agenda  
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)  
c) To grant any requests for dispensation as appropriate  
None declared.
- FG018/2526** **Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.  
No members of the public present.
- FG019/2526** To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 22 July 2025.  
Nothing to report.  
It was **RESOLVED** to approve the minutes of the Finance and Good Governance Committee Meeting held on the 22 July 2025 as an accurate record.  
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.
- FG020/2526** To receive the Timetable for Recurring Agenda items and consider actions.  
Timetable noted with no amendments.
- FG021/2526** To note VAT return / refund.  
It was noted that the July 2025 refund of £5,585.54 had been received and the October 2025 return had been submitted.
- FG022/2526** **Insurance**  
a) To note renewal of annual insurance premium as approved 29 September 2025 (PC078/2526c) at a cost of £13,562.35.  
It was duly noted.  
b) To note report on asset valuation and consider impact on insurance premium.  
A recent report on reinstatements costs of Parish assets was presented. Differences between reinstatement costs and insured values were considered. **ACTION:** Office to share reinstatement report with current insurers and report back any proposed changes to current premium.

Signed..... Date.....

- FG023/2526** To receive external auditors report and consider actions.  
External auditors report noted. Actions reviewed.
- FG024/2526** To review and consider burial fees.  
It was proposed to recommend to Full Council that burial fees should remain the same as in 2025.  
Proposed by Cllr Redelinghuys, seconded by Cllr Clark. All in favour.
- FG025/2526** To complete annual review of Effectiveness of Internal Audit.  
The Clerk and RFO presented the completed annual effectiveness of the system of internal audit review and highlighted no areas of concern.  
It was RESOLVED to recommend the annual effectiveness of the system of internal audit review to Full Council.  
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.
- FG026/2526** To complete annual review of Effectiveness of Internal Controls.  
The Clerk and RFO presented the completed annual effectiveness of the system of internal controls review and highlighted suggested actions such as use of debit cards is no longer permitted, limiting cash transactions, signatories are to be reviewed by Full Council, asset register being transferred to Rialtas system, need for review of insurance values for assets.  
It was RESOLVED to recommend the annual effectiveness of the system of internal controls review to Full Council.  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- FG027/2526** To discuss items to be taken into consideration for precept.  
Discussion took place about considerations for the precept 2026/27, points of note included:
- Strategic planning for the parish and any costs associated with this
  - Land ownership and the associated rise in costs of maintenance
  - Consider increasing precepted amount for Mobile Warden Scheme to reflect numbers of Melbourn residents served
  - Investigate value of funding Grinnel Hill insurance
  - Website – ongoing costs to be taken into consideration
  - Development of youth provision by Community Coordinator role
  - Match funding for LHI application – possible to split over future years
- FG028/2526 Governance**
- a) To consider moving maintenance budget for Melbourn Community Hub to the Maintenance Committee considering possible changes to Terms of Reference.  
It was decided to recommend to Full Council that the maintenance of the Melbourn Community Hub be added to the Maintenance Committee remit – to allow for scrutiny of projects before recommendation to Full Council.  
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.
- FG029/2526 Policies**
- a) To review and consider Financial Risk Assessment.  
It was RESOLVED to recommend the approval of the updated Financial Risk Assessment to Full Council.  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- b) To review and consider Finance & Good Governance Terms of Reference.  
It was RESOLVED to recommend the update (of date alone) of the F&GG TOR to Full Council.  
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- c) To review and consider proposed Investment Strategy 2026/27.  
The RFO presented the investment strategy and it was RESOLVED to recommend to Full Council that the strategy be supported including the dispersal of funds across the suggested portfolio as well as investigating the possibility of investing in assets. It was also proposed that the RFO be a signatory on accounts to allow them to communicate with banks, dual signatory from Cllrs would remain for any transactions.  
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.
- FG030/2526** To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 16 December 2025 at 7.30pm.  
The date of the next meeting was noted as Tuesday 16 December 2025.

*Meeting closed 20:35*

## Melbourn Parish Council – Finance and Good Governance Committee

**Timetable for Recurring Agenda Item** - Meeting dates July, November, December, April (additional meeting in Jan if extra time needed for Precept)

| Task   | Purpose   | PC Meeting                  | FGGC meeting    |
|--|---|-----------------------------|-----------------|
| Election of Chair of FGGC                                    | Statutory   |                             | July            |
| Internal audit report – year end Not in TOR                  | Consideration of recommendations  |                             | July            |
| Annual review of Allotment Fees                              | For recommendation to PC prior to allotment renewals  | Before September            | July            |
| Annual review of Pavilion hire /match fees                   | For recommendation to PC  | Before August               | July            |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies delegated to FGGC   |                             | July            |
| VAT return/refund  | Quarterly check that VAT return/refund has been made  |                             | July            |
| Future grant funding   | Discuss future grant funding for when there is no longer money from the Solar farm            |                             | July            |
| Review of Financial Risk Assessment                          | Recommendation to PC  |                             | November        |
| Annual Review of burial fees                                 | Recommendation to PC  |                             | November        |
| Review of FGGC terms of reference                            | Recommendation to PC  |                             | November        |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies delegated to FGGC   |                             | November        |
| VAT return/refund  | Quarterly check that VAT return/refund has been made  |                             | November        |
| Policy reviews – investment strategy                         | Recommendation to PC  | November (review 6 monthly) | November        |
| Receive External Auditors report                             | Consider actions  | December                    | November        |
| Annual Review of Effectiveness of Internal Audit             |   | December                    | November        |
| Annual Review of Effectiveness of Internal Controls          | To allow PC to sign off AGAR  | April                       | November        |
| Review of draft Precept for proposal to Parish Council       | Recommendation to PC  | Mid Jan                     | December        |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies delegated to FGGC   | n/a                         | December        |
| Annual review of Little Hands rent                           | For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental | By rent review date         | December        |
| VAT return/refund  | Quarterly check that VAT return/refund has been made  | n/a                         | December        |
| <u>Publication of information – Transparency Code 2015</u>   | <u>Update statutory information</u>   | <u>Jan</u>                  | <u>December</u> |
| Review of Fixed Assets Register                              | Ensure it is up-to-date   | Prior to AGAR               | April           |
| Policy reviews/risk assessments – per Policy Review Schedule | Review policies/risk assessment delegated to FGGC   |                             | April           |
| VAT return/refund  | Quarterly check that VAT return/refund has been made  |                             | April           |
| Policy reviews – investment strategy                         | Recommendation to PC  | April (review 6 monthly)    | April           |
| Review of Insurance Arrangements                             | Recommendation of changes to PC – renewal due Oct   | September                   | April           |
| <u>Publication of information - Transparency Code 2015</u>   | <u>Update statutory information</u>   | <u>Prior to AGAR</u>        | <u>April</u>    |

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed

Timetable approved by F&GG July-December 2025

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**VAT refund / claim 2025/26**

|              |                       |           |
|--------------|-----------------------|-----------|
| January 2026 | Claim to be submitted |           |
| October 2025 | REFUND                | £5,685.74 |
| July 2025    | REFUND                | £5,585.54 |
| May 2025     | REFUND                | £6,140.47 |

**History:**

**April 2023**

It was RESOLVED to recommend to full Council that the annual rental for Little Hands Nursery should be increased by £1,000 (representing approximately a 4% increase). Proposed by Cllr Barley, seconded by Cllr Clark. All in favour.

**Current rent @ £27,000 per year** (£2,250 per month)

**April 2024 – No increase**

**April 2025 – No increase**

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There are no comparable properties in the local area to use as a benchmark.

**Considerations:**

- No increase since April 2023 to cushion impact of NI / minimum wage changes etc
- Improvement works carried out to building

**Proposal:**

- Increase Little Hands rent in line with inflation (4.1%, Sep 25) from £27,000 to **£28,107** from April 2026

## Service Specification

### Introduction

**Cambridgeshire & Peterborough Association of Local Councils (CAPALC) Ltd** provides the following services: **Internal Auditor (IA)**

They are committed to providing value for money and excellent service for their customers.

This document describes the specification for a supplier of services to **Parish/Town Councils**.

### Internal Auditor Services with a CiLCA Qualified Clerk

#### Independence of the Internal Auditor

CAPALC Ltd will ensure the following.

- The allocated IA will not be an individual connected to the council or a neighbouring parish to the contracted council or where there is a perceived/understood close relationship between the IA, Clerk, RFO<sup>1</sup>, councillor or council as a whole, necessary to ensure 'independence'.
- The IA will not have any previous involvement with the contracted councils accounts in any way for the contracted financial year or previous financial years.
- Where the contracted council retains the IA service on an annual basis with CAPALC Ltd, the IA will be changed as a minimum every two (2) years.

#### Supplier Specification

The supplier, their employees or agents must demonstrate good knowledge, understanding and experience of:

#### **The work required of an Internal Auditor as detailed in the SAPPP Practitioners Guide 2025**

Activities and responsibilities include: -

**To carry out the basic requirements of an effective internal audit review of an authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in an authority's Annual Governance and Accountability Return (AGAR).**

**To carry out the basic requirements of an effective internal audit review of an authority's financial and governance records and controls facilitating a council's 'health check' or 'Local Council Award Scheme' application review.**

**Where records examined include personal detail, such as in the case of staff salaries, allotment records and details of hall hirers on invoices, care will be taken to ensure compliance with the requirements of the General Data Protection Regulations (GDPR).**

*Ends.*

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<sup>1</sup> Responsible Financial Officer



## Internal Audit Service Complaints Policy and Procedure

### 1. Introduction and Policy statement.

CAPALC is committed to providing the best possible service for all of its member councils, clients and all other stakeholders. We do however acknowledge that people can at times feel dissatisfied and are entitled to have their concerns listened to and addressed. In such cases we endeavour to respond quickly, positively, confidentially, courteously, and effectively. Normally, clients are invited to raise their concerns in the first instance with the appropriate member(s) of staff, as a complaint can often be resolved quickly and simply in this way. However, if clients are not satisfied with the initial response made, or do not wish to use this route, they may formally complain instead.

CAPALC believes that if a client or other stakeholder wishes to make a complaint or register a concern, they should find it easy to do so.

A complaint is defined as: any complaint from any client, customer or other stakeholder affected by the standard of quality of our service, action, or lack of action by telephone, letter, e-mail or visit.

It is CAPALC policy to welcome complaints and look upon them as an opportunity to learn, adapt, improve, and provide better services. This procedure is intended to ensure that complaints are dealt with properly and that all complaints or comments by member councils, clients, as well as all other stakeholders.

The procedure is not designed to apportion blame, but rather to ensure that the CAPALC is able to continuously improve its services and levels of customer service and satisfaction. CAPALC ensures that there are sufficient platforms to facilitate complaints and that the process is easy to follow, fair and sensitive to both staff and the complainant.

### 2. Process

Complaints can be made in person, by telephone, by e-mail, or in writing to the County Executive Officer (contact details shown in section 9).

### 3. Procedure

Stage 1:

Details of the complaint will be logged in a standard form (appendix 1) and responsibility for investigation will be assigned.

#### Stage 2:

Investigation of the complaint will commence within 24 hours of receipt and the complaint will be acknowledged, in writing, within 5 working days.

#### Stage 3:

The complaint will be investigated, and contact will be made with all relevant parties to gather information and supporting evidence.

#### Stage 4:

Within 4 weeks the complainant will receive written notification of the outcome of the complaint or details of any ongoing investigations necessary.

#### Stage 5:

If it has been necessary for the investigation period to be extended past 4 weeks, the complainant will receive written notification of the outcome within 8 weeks. This outcome will be the final decision unless the complainant chooses to appeal.

### 4. Appeals

If the complainant is unhappy with the outcome, in the first instance they must contact the complaint investigator to clarify the rationale behind the decision.

If the response is unsatisfactory, the complainant can contact the relevant external agency for support. Details of the relevant agency will be made available upon request.

### 5. External Involvement

CAPALC will co-operate with external parties involved in the complaint via the following means:

- Copies of policies and procedures will be made available upon request.
- Documents related to the complaint and the way in which it was handled will be made available.
- Employees will be available to attend meetings with external agencies.

### 6. Communication

Employers and members will be provided with access to this procedure in electronic or hard copy formats at the start of the service contract and it will also be accessible through contact with CAPALC.

## 7. Monitoring and Review Processes

All complaints will be monitored via senior management and discussed at Board level if applicable. Outcomes of complaints will be held by CAPALC and be reviewed on an annual basis.

This procedure will be reviewed, via the CEO and Board, on an annual basis to ensure it continues to meet the needs of the business. An annual complaints report will be completed each year.

Data and performance associated with this procedure will be reviewed on an annual basis by the Board of Directors.

## 8. Registering a comment or compliment.

Where members and all other partners wish to register a compliment or comment, rather than make a complaint, they can do so either by email or in writing to the details listed below in section 9 of this document. Any comments or compliments received verbally may be logged and together with those received by letter, will be forwarded to the Administration team

### Compliments:

It is important that our members and partners are happy with the service we provide and that we can learn from the things that go well. Any compliments you may wish to make about what we do or the staff who do it will be passed on to those concerned, or you may just wish to compliment CAPALC on a job well done.

### Comments:

We welcome constructive comments and suggestions about what we do. Your ideas will be listened to and given careful consideration. A comment could relate to how any part of our service can improve,

## 9. Contact Details

Penny Bryant BA(Hons) FSLCC  
County Executive Officer

The Norwood Building, Parkhall Road, Somersham,  
Cambridgeshire PE28 3HE

**CEO telephone number: 07594 766229**

## Internal Audit Service Complaint Form

|                      |                                       |
|----------------------|---------------------------------------|
| <b>Name</b>          |                                       |
| <b>Council</b>       |                                       |
| <b>Email address</b> |                                       |
| <b>Phone number</b>  |                                       |
|                      |                                       |
| <b>The issue</b>     | (Please include dates where relevant) |

|               |             |
|---------------|-------------|
| <b>Signed</b> | <b>Date</b> |
|---------------|-------------|

### ACTION TAKEN

|                                  |  |
|----------------------------------|--|
| <b>Name</b>                      |  |
| <b>Position at CAPALC</b>        |  |
| <b>Date/s progressed</b>         |  |
| <b>Recommendation/conclusion</b> |  |

|               |                              |
|---------------|------------------------------|
| <b>Signed</b> | <b>Date complaint closed</b> |
|               |                              |

## **Contract for Service Agreement**

**Client:** Melbourn Parish Council

**Address:**

**Contact details:**

**Supplier:** Cambridgeshire & Peterborough Association of Local Councils Ltd

**Address:** The Norwood Building, Parkhall Road, Somersham, Cambridgeshire PE28 3HE

### **1. Common Meanings**

In this agreement the following words have the following meanings:

- Contract term means the duration of the contract period;
- Services means the specific services to be provided by the supplier as set out in this agreement and the service specification;
- Charges means the costs invoiced by the supplier to the client for providing the services described in the service specification (see appendix A)
- Expenses means reasonable approved expenses incurred in providing the services described in the service specification (see appendix A)
- Parties means the supplier of the services and the client;
- Specification means a description of the services to be provided by the supplier.

### **2. General Provisions**

The supplier is required to act in accordance with the client's relevant policies and procedures, this includes:

- Health and Safety;
- Data Protection (including GDPR)
- Data security;
- Safeguarding;

The supplier must fully comply with the requirements of appropriate legislation and regulations. In addition, the supplier, wherever practicable is required to meet best practice or industry standards.

The supplier, unless otherwise agreed will ensure they have the appropriate insurances in place so as to indemnify and minimise risks or losses to the client.

The supplier will provide the services to the client in consideration for the client paying a charge for services.

The charge for services will be paid on receipt of a monthly invoice.

### **3. Service Description**

#### **Brief summary**

The supplier is to provide the following services: -

#### **Internal Audit**

### **4. Contract Information (including changes or amendments to the contract)**

The Contract for Service - 2025-2026 Internal Audit.

The client will advise the supplier (in writing) a minimum of 4 weeks before the contract end date if they wish to:

- terminate the agreement
- extend the agreement for a further period.

The supplier will advise the client in (writing) a minimum of 4 weeks before the contract end date if they wish to:

- terminate the agreement
- amend/alter or change the terms of this agreement

### **5. Invoices and Payments**

The supplier will provide the services to the client (as outlined in the service specification) Payment for services received will only be paid on receipt of an itemised invoice describing all work undertaken on behalf of the client. Invoices will be paid one month in arrears on last working day of each month.

#### **Service charge - £40 per hour**

Payment will be made by bacs within with 14 working days of invoice.

In the event does not make a payment within 14 days of the due date the supplier shall be entitled to charge interest on the outstanding amount at the rate of 4% per above the Bank of England base rate.

All amounts stated on invoices and requests for payment must be inclusive of VAT unless expressly stated otherwise.

The supplier can also claim reasonable expenses incurred in providing services on behalf of the client. This includes:

- a fuel allowance of 0.45 pence per mile (only when using the suppliers own vehicle has been agreed by the client)
- other approved or agreed expenses necessarily incurred when providing services on behalf of the client;
- expenses claims are to be included in the monthly invoice.

## **6. Services Provision**

The supplier will ensure that services are provided or undertaken by such employees or agents who can meet the services requirements of the client.

This includes ensuring they and their employees or agents are:

- suitably qualified, competent and experienced;
- understand, where necessary and appropriate the policies and procedures of the client;
- that all materials and resources used to undertake work on behalf of the client must be of good quality and are fit for purpose.

The supplier is required to give the client notice if they are unable for any reason (including holidays) to provide the service outlined in the service specification or the work described in the specification is to be undertaken by their employees or agents.

Where the supplier is unable to provide the services because of absences the supplier is not entitled to receive payment.

## **7. Service Location**

The supplier shall provide services in locations or places selected and agreed by the client.

## **8. Service Quality and Performance Reviews**

The supplier will provide quarterly (on a date to be agreed) a report covering the following: -

- How much time has been spent by the supplier in providing services requested by the client.
- Quality and performance issues to be resolved or require improvement.

The supplier will attend review or other meetings when required by the client.

## **9. Confidentiality**

Subject to suppliers the statutory rights and duties the supplier (including their employees or agents) they are required to preserve the confidentiality of the affairs of the client including directors, staff (in connection with their employment), and customers and of all other matters connected with the client's business.



This obligation shall continue even after this contract for service has ended. A breach of this requirement may lead to this contract being terminated without notice or civil action being taken by client.

## **10. Termination**

This Contract for Service can be terminated naturally when this agreement comes to an end (see section 4).

This Contract for Service can also be terminated by either party when:

- Where one party to this agreement believes the other has breached its duty to the other;
- When either the client no longer requires the supplier to provide the service or the supplier becomes unable to provide the service then a suitable period of notice terminating the agreement can be agreed;
- It becomes illegal to either to procure or provide this service.

## **11. Signatures**

Signed on behalf of:

CAPALC Ltd \_\_\_P Bryant\_ Date\_\_\_11<sup>th</sup> November 2025

I agree to the terms of service set out in this agreement on behalf of:

Name:

Date:



Abigail Williams  
Melbourn Parish Council  
[parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

Our ref: **Parish Precepts 2026.27**

20 November 2025

Contact email:



Dear Sir/Madam

**Re: Local Government Finance Act 1992 – Parish Precepts**

This letter is sent to all Town Councils, Parish Councils and Parish Meetings in South Cambridgeshire.

I am writing to advise you of our estimates for the tax base for your parish for 2026-27. This is an opportunity for you to check our estimates of your tax base before we formally set the tax base in December 2025. Please note that there have been some difficulties in forecasting the tax base this year, due to the impact of the uncertain economic environment and new charges which will come into force. This will consist of the introduction of second home charges and the changes to levies for empty properties.

If you have any feedback, please respond by no later than **17 December 2025**. We are currently undertaking additional work to establish the number of properties on larger developments which may affect the final numbers. Those effected will be contacted directly with any changes.

We are also seeking to obtain from you the precept information we need to finalise our budgets.

**Appendix A** is a consultation document setting out proposals for payment of Parish Precepts by the District Council in 2026-27. If you would like to comment on this document, please do so by **17 December 2025**.

Please answer the following questions:

**Question 1**

*Do you wish to comment on the enclosed consultation document Appendix A?*

*If yes, please reply to [redacted] before **17 December 2025**, otherwise see question 2.*

**Question 2**

*How much will your Council require by way of precept in 2026-27? Please state your requirements as an amount of money.*

Please reply to [REDACTED] by **30 January 2026**, including **nil** precepts by completing the form **Appendix D**.

The Council is working in conjunction with Cambridgeshire County Council and the Fire and Police Authorities to produce a combined information pack which will be available from the Council's website by the time the Council Tax bills are sent out. Your answers to Question 2 above will provide us with the information required for this information pack to be prepared.

Some Parishes find it helpful to have details of the estimated tax base for the Parish when they determine their precept.

**Appendix B** is a schedule showing the estimated tax base for all the Parishes for 2026-27.

**Appendix C** is explanatory information on how the Council Tax Base is calculated.

**Appendix D** should be completed and returned by ALL parishes with your precept request – even for NIL requests.

Where local councils request £140,000 or more, they are required to provide details of their spending plans by using the template at the bottom of Appendix D. This information is made available to Council Taxpayers in the Council Tax leaflet distributed with the annual bills.

Payment will be made directly to the Parish Council bank account via BACS. If your Parish has changed its bank details in the last year, please complete **Appendix E** and return it with your precept request. The remittance advice will be sent via email – please complete the details in Appendix D.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

[REDACTED]

[REDACTED]

**Aide-memoire:**

| Task   | Due Date          | Completed |
|--|-------------------|-----------|
| Comments/Feedback regarding Consultation (Appendix A) - <i>Optional</i>                                      | 17/12/2025        |           |
| Comments/Feedback regarding Tax Base to [REDACTED] (Appendix B) – <i>Optional</i>                            | 17/12/2025        |           |
| <b>Parish Precept Requirement (Appendix D) - <i>Essential</i></b><br><b>Please return to [REDACTED] by:-</b> | <b>30/01/2026</b> |           |
| Submission of Bank Details (Appendix E) – <i>If changed</i> .  | 30/01/2026        |           |

## **APPENDIX A**

### **LOCAL GOVERNMENT FINANCE ACT 1992**

#### **PARISH PRECEPTS**

## **1. CONSULTATION**

1.1 The consultation relating to the payment of precepts covers the: -

- i. frequency of payment.
- ii. dates on which payments are to be made; and
- iii. calculation of each amount.

1.2 Regulations provide that at least 50% of the precept must be paid within 30 days of the start of the financial year and the remaining 50% within 6 months of the start of the financial year. Payment of precepts issued after the beginning of the financial year will be delayed.

1.3 The proposed schedule for the payment of precepts for 2026-27 are as follows: -

- a) The first instalment will be paid by Friday 24 April 2026. In the case of a precept of £25,000 or less, the full precept will be paid. In all other cases the amount of the first instalment will be £25,000 or 50% of the precept, whichever is greater.
- b) Any balance will be paid by 25 September 2026.

1.4 Please let me have any comments you wish to make by the 17 December 2025.

1.5 Please submit your Parish precepts no later than the 30 January 2026.

## **2. PARISH & TOWN COUNCIL ELECTIONS**

2.1 All Parish (and Town) Councils in South Cambridgeshire will have elections in May 2026.

2.2 SCDC will invoice Parishes in respect of the costs of running 2026 parish elections. Parishes should ensure they have budgeted for these costs.

2.3 Parish elections in 2026 are scheduled to take place alongside District Council elections, and the costs will be shared as appropriate.

2.4 There has been some media speculation that due to Local Government Reorganisation (LGR) the government may decide to cancel District Council elections. We currently expect that district council elections will go ahead – if that position changes, we will let parish and town councils know as soon as possible. If the government do decide to cancel district elections, it is likely that parish and town council elections will still take place.

2.5 It is not possible to predict the exact cost of a Parish Council election. As a rule the costs of a contested election will be charged on the following basis (if combined with a district council poll):

- A 50% share of the costs where the charge relates to a shared cost, such as polling station rent, staffing costs and poll cards
- All costs where separate provision is made for the parish, such as nominations, postal voting costs and ballot paper printing

2.6 The costs of elections have increased significantly over the last few years. Assuming that any Parish Election is held alongside a contested District Council election, parishes may expect to see the below approximate recharge:

| <b>Parish, Town or Parish Ward Electorate</b> | <b>Potential approximate recharge</b>           |
|---|---|
| 0 – 1000                                      | £1,000 - £1,500                                 |
| 1001 – 2000                                   | £2,000 - £2,500                                 |
| 2001 – 3000                                   | £3,000 - £3,500                                 |
| 3001 – 4000                                   | £4,000 - £4,500                                 |
| 4000+   | Costs will rise in line with size of electorate |

2.7 Many variable factors can affect the cost of running an election. The figures above are rough estimates only. If the election is not combined with a district council election, the cost will be higher

2.8 In the event of an uncontested Parish Council election (i.e. fewer candidates than seats), the Council will charge a nominal amount to cover the administration of nominations and the services of the Returning Officer. This charge will be £15 per parish seat

2.9 If a Parish has an unscheduled by-election in 2026, it is likely that 100% of the costs of that election will need to be recharged to the Parish Council

2.10 The Elections Team will be in touch with clerks early in the new year regarding procedural matters. In the meantime, any questions on 2026 elections should be directed to [REDACTED]

### **3. LOCAL COUNCIL TAX SUPPORT**

3.1 It is expected that there will be some small changes to LCTS scheme which will improve the administration process. The current scheme will likely increase by CPI as at September 2025 (3.8%) from 1 April 2026.

## APPENDIX B

### COUNCIL TAX BASE - 2026/27

| Parish           | Tax Base | Parish             | Taxbase  |
|------------------|----------|--------------------|----------|
| Great Abington   | 486.6    | Horningsea         | 167.1    |
| Little Abington  | 271.1    | Horseheath         | 224.1    |
| Abington Pigotts | 76.5     | Ickleton           | 355.6    |
| Arrington        | 174.9    | Impington          | 1,638.3  |
| Babraham         | 125.3    | Kingston           | 143.3    |
| Balsham          | 761.8    | Knapwell           | 50.9     |
| Bar Hill         | 1,501.4  | Landbeach          | 415.3    |
| Barrington       | 701.6    | Linton             | 1,883.9  |
| Bartlow          | 57.9     | Litlington         | 364.0    |
| Barton           | 390.7    | Lolworth           | 78.1     |
| Bassingbourn     | 1,272.8  | Longstanton        | 1,193.7  |
| Bourn            | 451.9    | Longstowe          | 91.7     |
| Boxworth         | 103.0    | Madingley          | 119.9    |
| Caldecote        | 947.7    | Melbourn           | 2,257.8  |
| Cambourne        | 4,678.0  | Meldreth           | 857.4    |
| Carlton          | 97.2     | Milton             | 1,777.8  |
| Castle Camps     | 286.4    | Guilden Morden     | 470.8    |
| Caxton           | 262.3    | Steeple Morden     | 552.8    |
| Childerley       | 11.6     | Newton             | 193.2    |
| Chishill         | 332.9    | Northstowe         | 1677.8   |
| Comberton        | 925.4    | Oakington/Westwick | 612.0    |
| Conington        | 63.0     | Orchard Park       | 877.8    |
| Coton            | 386.3    | Orwell             | 537.4    |
| Cottenham        | 2,813.9  | Over               | 1,281.0  |
| Croxton          | 79.0     | Pampisford         | 157.6    |
| Croydon          | 112.6    | Papworth Everard   | 1,448.0  |
| Dry Drayton      | 335.7    | Papworth St Agnes  | 32.9     |
| Duxford          | 771.2    | Rampton            | 210.5    |
| Elsworth         | 314.9    | Sawston            | 2,845.6  |
| Eltisley         | 187.9    | Great Shelford     | 2,093.7  |
| Great Eversden   | 127.1    | Little Shelford    | 399.3    |
| Little Eversden  | 274.0    | Shepreth           | 375.9    |
| Fen Ditton       | 892.7    | Shingay-cum-Wendy  | 77.4     |
| Fen Drayton      | 423.9    | Shudy Camps        | 151.8    |
| Fowlmere         | 599.4    | Stapleford         | 1,044.6  |
| Foxton           | 578.5    | Stow-cum-Quy       | 218.5    |
| Fulbourn         | 2,127.0  | Swavesey           | 1,101.0  |
| Gamlingay        | 1,597.6  | Tadlow             | 81.6     |
| Girton           | 2,329.4  | Teversham          | 1,189.8  |
| Little Gransden  | 153.1    | Thriplow           | 503.0    |
| Grantchester     | 257.8    | Toft               | 352.9    |
| Graveley         | 95.1     | South Trumpington  | 516.6    |
| Hardwick         | 1,197.6  | Waterbeach         | 2,126.2  |
| Harlton          | 153.4    | Weston Colville    | 207.8    |
| Harston          | 853.0    | West Wickham       | 199.3    |
| Haslingfield     | 735.2    | West Wrattling     | 234.9    |
| Hatley           | 94.3     | Whaddon            | 227.0    |
| Hauxton          | 606.5    | Whittlesford       | 837.0    |
| Heydon           | 125.5    | Great Wilbraham    | 296.8    |
| Hildersham       | 99.6     | Little Wilbraham   | 209.9    |
| Hinxton          | 165.8    | Willingham         | 1,760.8  |
| Histon           | 1,822.8  | Wimpole            | 152.3    |
|                  |          | DISTRICT TOTAL     | 71,165.2 |

**CALCULATION OF COUNCIL TAX BASE**

1. All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

| <u>Valuation Band</u> |           | <u>Range of Values</u><br><u>(at 1991 prices)</u> |
|-----------------------|-----------|---|
| A                     | up to     | £40,000   |
| B                     |           | £40,001 - £ 52,000                                |
| C                     |           | £52,001 - £ 68,000                                |
| D                     |           | £68,001 - £ 88,000                                |
| E                     |           | £88,001 - £120,000                                |
| F                     |           | £120,001 - £160,000                               |
| G                     |           | £160,001 - £320,000                               |
| H                     | more than | £320,000  |

2. The number of dwellings in each band is then adjusted to take account of:
- a) reductions in the number of dwellings
    - exempt dwellings
    - diplomats' dwellings (if any)
    - demolitions
  - b) additions to the number of dwelling
    - Ministry of Defence properties (if any)
    - Dwellings awaiting banding
    - New dwellings to be completed and occupied before the end of the next financial year
  - c) Adjustments
    - reductions in banding for disabled persons
    - 25% discount for single adults for Council Tax purposes

3. The adjusted number of dwellings in each band is then expressed as a single figure known as “band D equivalents” by multiplying by the relevant fraction:

| <u>Valuation Band</u> | <u>Relevant Fraction</u> |
|-----------------------|--------------------------|
| A-                    | 5/9                      |
| A                     | 6/9                      |
| B                     | 7/9                      |
| C                     | 8/9                      |
| D                     | 9/9                      |
| E                     | 11/9                     |
| F                     | 13/9                     |
| G                     | 15/9                     |
| H                     | 18/9                     |

4. The District Council prudently estimates an allowance for losses on collection which is 0.6% for the next financial year. This percentage reduction is applied to the number of band D equivalents in the previous paragraph to arrive at the tax base for tax setting purposes.
5. The Parish precept divided by the tax base will give the Council Tax to cover Parish Council expenditure for a band D property occupied by two or more adults. The Council Tax for dwellings in other bands is calculated by multiplying by the relevant fractions in paragraph 3.
6. A similar calculation, using the same tax base, is also required for the District council, the County Council and the Police and Fire Authorities. Council Tax setting by the District involves the aggregation of all five calculations to arrive at the total Council Tax bill levied to meet the net expenditure of the Parish, District, County, Fire and Police.
7. The actual Council Tax payable will be reduced if discounts (paragraph 2c) and/or council tax benefits for persons on low incomes apply.
8. An illustration of the tax base calculation is shown on the next sheet:



| <b>Melbourn Parish Council</b>                          | <b>2026-27<br/>Band D<br/>Equivalents</b> |
|---|---|
| Number of Properties as at October 2025                 | 2399                                      |
| <b>Actual Tax Base on 06.10.2025</b>                    | <b>2380.3</b>                             |
| Expected New Properties Chargeable for whole year       | 19.3                                      |
| Expected New Properties Chargeable for part of the year | 0.9                                       |
| Add changes to Discounts and Disregards                 | 9.7                                       |
| Less Discount under LCTS                                | -141.7                                    |
| Less Provision for uncollectable (0.6%)                 | -10.7                                     |
| <b>Tax Base for the Year</b>                            | <b>2257.8</b>                             |

**Parish Precept Requirement 2026-27**

(to be completed by **all** parishes and **returned by 30/01/2026** including where a **NIL** precept is set)

Please return to: - [REDACTED]

**Parish:** Melbourn Parish Council

**Amount required [words]:**

**Amount required [figures]:** £

**Name:**

**Position:**

Please complete contact details for enquiries regarding the precept:

**Telephone:**

**Email for remittance advice:**

\*\*\*\*\*

Where local councils request a precept of **£140,000 or more** from their taxpayers they are required to provide more detail of their spending plans, a template is provided below to assist you, this information will then be included in the Council Tax leaflet distributed to residents with the annual council tax bills.

| Melbourn Parish Council                    | 2025-26<br>Gross<br>Expenditure<br>£ | 2025-26<br>Net Expenditure<br>£ | 2026-27<br>Gross<br>Expenditure<br>£ | 2026-27<br>Net Expenditure<br>£ |
|--|--------------------------------------|---------------------------------|--------------------------------------|---------------------------------|
| Cultural,<br>Environmental and<br>Planning |                                      |                                 |                                      |                                 |
| Highways, Footpaths<br>and Lighting        |                                      |                                 |                                      |                                 |
| Democratic<br>Representation               |                                      |                                 |                                      |                                 |
| Corporate<br>Management                    |                                      |                                 |                                      |                                 |
| Capital Projects                           |                                      |                                 |                                      |                                 |
| <b>Total</b>                               |                                      |                                 |                                      |                                 |
| Contribution from<br>balances              |                                      |                                 |                                      |                                 |
| <b>Amount of Precept</b>                   |                                      |                                 |                                      |                                 |

**BANK DETAILS (*if changed*)**

If the bank details change throughout the year, please advise: -



South Cambridgeshire District Council, Accountancy Service, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

**Parish:** Melbourn Parish Council

**Address:** .....  
 .....  
 .....  
 .....

**Bank/Building Society**.....

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Sort Code

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Account no

**E-mail address for remittance advice**.....

Contact name.....

Contact telephone number.....

Fax number.....

**Authorised signatories:**

Signed.....

Position.....

Signed.....

Position.....

Date.....

# TAX BASE FACTSHEET

## South Cambs District Council

### 1. What is the Tax base?

This is the average number of band D equivalent properties within your Town/Parish.

### 2. How the Tax base is calculated

The tax base is produced from the Council Tax system.

All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

| <u>Valuation<br/>Band</u> |       | <u>Range of Values<br/>(at 1991 prices)</u> |
|---------------------------|-------|---|
| A                         | up to | £40,000                                     |
| B                         |       | £40,001 - £ 52,000                          |
| C                         |       | £52,001 - £ 68,000                          |
| D                         |       | £68,001 - £ 88,000                          |
| E                         |       | £88,001 - £120,000                          |
| F                         |       | £120,001 -£160,000                          |
| G                         |       | £160,001 -£320,000                          |
| H                         | over  | £320,000                                    |

The number of dwellings in each band is then adjusted to take account of:

- a) reductions in the number of dwellings, eg exempt, demolitions.
- b) additions to the number of dwelling eg new builds.
- c) Adjustments eg single occupancy discounts.

The properties are then translated into band D equivalent's using the ratios below:

|                |                                  |
|----------------|----------------------------------|
| Band A 6/9ths  | Band B 7/9ths                    |
| Band C 8/9ths  | <b>Band D 9/9 (1)(one whole)</b> |
| Band E 11/9ths | Band F 13/9ths                   |
| Band G 15/9ths | Band H 18/9ths                   |

Finally, we add on the estimated number of Band D equivalents to be built in the year and apply an allowance for losses on collection rate.

This then gives us the total number of band D equivalent properties to use for the tax base.

### **3. What is the Tax base used for?**

The tax base is used to calculate the Band D charge for each Town/Parish. This is done by dividing the total precept requirement by the tax base. This figure will be compared to the previous year's band D charge and published on the Council's website.

A common query is when the parish have set their precept at the same monetary value as the previous year but find that their charge per band D property has gone up. This will be due to the tax base having gone down i.e. number of properties we can collect from has gone down.

### **4. Why might the Tax base go down?**

The tax base could go down due to more properties in that Town/Parish claiming for discounts, most commonly an increase in the number of properties claiming single occupancy discount. Other factors include homes being demolished, becoming empty, becoming second homes, boundary changes or a change in collection rate.

### **5. Who decides the precept?**

The precept should be approved at the Parish Council's appropriate budget setting committee and a record kept of the approval.

The Appendix D form should be completed, signed and emailed to [accountancy@scambs.gov.uk](mailto:accountancy@scambs.gov.uk)

### **6. Deadline for confirmation of your Precept Requirement**

The deadline for Precept Requirements is sometime around the end of January. This is to ensure that all the data is available for setting the Council Tax which is done by the middle of February.

Council Tax cannot be set without precept requirement from **all** Parish Councils, Police and Fire Authorities, Cambridgeshire County Council, Cambridgeshire and Peterborough Combined Authority and South Cambs District Council.

The Law requires that a Town/Parish must confirm even when their precept is nil. All Precept Requirements submitted must be signed.

A delay in Council Tax setting has a massive impact on billing to the public and payment of precepts.

It is imperative that Parish arrange their budget setting meetings appropriately so that they can meet the precept requirement deadline.

### **7. Payment of Precept**

Half of the precept will be paid by the end of April and the other half by the end of September.

### **8. How will the Precept be paid**

Payment will be made by BACS directly into the Town/Parish bank account.

Any changes to bank account must be notified on headed paper to:  
[Accounts.Payable@scambs.gov.uk](mailto:Accounts.Payable@scambs.gov.uk)

#### **9. Parishes with a precept greater than £140k**

If a Parish has a precept requirement greater than £140,000 they are required to provide a breakdown of expenditure and income to the public. This is published on our website <https://www.scambs.gov.uk/council-tax/financial-information/parishes-with-yearly-expenditure-over-140k/>

Please complete the Appendix D with the appropriate information.

## Account

Code

Account Name

26/27 - Round

|   |            |
|---|------------|
| <b>4000 Salaries and Pensions</b>                       | 155,479.00 |
| <b>4010 Other Staff Costs</b>                           | 250.00     |
| <b>4055 Pension Scheme Costs</b>                        | 550.00     |
| <b>4060 Staff and Councillor expenses</b>               | 800.00     |
| <b>4065 Training</b>                                    | 2,500.00   |
| <b>4070 Timebank Expenses</b>                           | 696.00     |
| <b>4100 Audit Fees</b>                                  | 2,350.00   |
| <b>4105 Legal and Professional Fees</b>                 | 1,000.00   |
| <b>4110 Insurance</b>                                   | 14,520.00  |
| <b>4115 Memberships &amp; Subscriptions</b>             | 1,922.00   |
| <b>4120 Parish Clock</b>                                | 500.00     |
| <b>4125 Broadband &amp; Telephone</b>                   | 184.00     |
| <b>4130 Computer &amp; IT</b>                           | 3,042.00   |
| <b>4140 Software Licenses</b>                           | 4,833.00   |
| <b>4150 Printing Postage &amp; Stationery</b>           | 1,295.00   |
| <b>4155 Office Costs</b>                                | 459.00     |
| <b>4170 Office Rent</b>                                 | 15,615.00  |
| <b>4175 Sub contractors</b>                             | 10,127.00  |
| <b>4190 Office Furniture &amp; Equipment</b>            | 1,000.00   |
| <b>4195 Sundry Expenses</b>                             | 550.00     |
| <b>4200 Bank Charges</b>                                | 300.00     |
| <b>4205 Grants</b>                                      | 9,450.00   |
| <b>4215 War Memorial</b>                                | -          |
| <b>4220 Election Costs</b>                              | 1,560.00   |
| <b>4225 Community Events</b>                            | 2,786.00   |
| <b>4230 Van - Tax, MOT, fuel, repairs - replacement</b> | 1,000.00   |
| <b>4235 Wardens Materials</b>                           | 1,050.00   |
| <b>4240 Wardens Equipment</b>                           | 2,000.00   |
| <b>4315 Maintenance &amp; Reps - Planned</b>            | 10,320.00  |
| <b>4320 Maintenance &amp; Reps - Unplanned</b>          | 17,500.00  |
| <b>4350 Christmas Tree/Plants</b>                       | 750.00     |
| <b>4360 Tree &amp; Hedge Work - Planned</b>             | 1,500.00   |
| <b>4365 Tree &amp; Hedge Work - Unplanned</b>           | 7,500.00   |
| <b>4370 Project Work</b>                                | 2,000.00   |
| <b>4410 Nature Reserve Management Plan</b>              | 500.00     |
| <b>4420 Grounds Maintenance - unplanned</b>             | 3,000.00   |
| <b>4430 Grounds Maintenance - Planned</b>               | 2,457.00   |
| <b>4500 Rates</b>                                       | 17,439.00  |
| <b>4505 Electricity</b>                                 | 6,000.00   |
| <b>4510 Water</b>                                       | 2,075.00   |
| <b>4605 Refuse &amp; Dog Bin Collection</b>             | 5,458.00   |

|  |           |
|--|-----------|
| <b>4635 Village &amp; Maintenance Contract</b> | 35,785.00 |
| <b>4700 PWLB Interest</b>                      | 30,577.00 |
| <b>4705 PWLB Capital</b>                       | 15,663.00 |
| <b>4750 Service Charge - Hundred Houses</b>    | 960.00    |
| <b>4850 Parish Planning</b>                    | 3,000.00  |
| <b>4920 Street Lighting</b>                    | 1,250.00  |

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399,552.00

34,986.00

|                             |            |
|-----------------------------|------------|
| Play Areas and Rec          | 20,270.00  |
| Conservation                | 61,288.00  |
| Cemetaries                  | 3,509.00   |
| Finance & General Purpose   | 227,772.00 |
| Car Park & Fire House       | 29,932.00  |
| Melbourn Hub                | 49,028.00  |
| Planning, Highway & Rentals | 7,753.00   |
|                             | 399,552.00 |



2025/26

2026/27

| £                 | Income                                | £                 | Difference                   | %        |            |            |
|-------------------|---------------------------------------|-------------------|------------------------------|----------|------------|------------|
| 7,004.00          | Total Conservation                    | 7,439.00          | 435.00                       | 6.21%    | 8,404.80   | 8,926.80   |
| 4,025.00          | Total Cemeteries                      | 5,500.00          | 1,475.00                     | 36.65%   | 4,830.00   | 6,600.00   |
| 3,350.00          | Total Match Fees                      | 3,350.00          | 0.00                         | 0.00%    | 4,020.00   | 4,020.00   |
| 940.00            | Total Play Areas & Recreation Grounds | 850.00            | -90.00                       | -9.57%   | 1,128.00   | 1,020.00   |
| 6,000.00          | Total Finance & General Purpose       | 11,000.00         | 5,000.00                     | 83.33%   | 7,200.00   | 13,200.00  |
| 27,000.00         | Total Rental Property                 | 28,107.00         | 1,107.00                     | 4.10%    | 32,400.00  | 33,728.40  |
| 48,319.00         | <b>Total income excluding Precept</b> | 56,246.00         | 7,927.00                     | 16.41%   |            |            |
| <b>Expenses</b>   |                                       |                   |                              |          |            |            |
| <b>54,759.00</b>  | Conservation                          | <b>61,288.00</b>  | 6,529.00                     | 11.92%   | 65,710.80  | 73,545.60  |
| <b>5,724.00</b>   | Cemeteries                            | <b>3,509.00</b>   | -2,215.00                    | -38.70%  | 6,868.80   | 4,210.80   |
| <b>25,032.00</b>  | Play Area & Recreation                | <b>20,270.00</b>  | -4,762.00                    | -19.02%  | 30,038.40  | 24,324.00  |
| <b>213,478.00</b> | Financial & General Purpose           | <b>227,772.00</b> | 14,294.00                    | 6.70%    | 256,173.60 | 273,326.40 |
| 34,869.00         | Car Park & Fire House                 | 29,932.00         | -4,937.00                    | -14.16%  | 41,842.80  | 35,918.40  |
| 47,981.00         | Melbourn Community Hub                | 49,028.00         | 1,047.00                     | 2.18%    | 57,577.20  | 58,833.60  |
| 3,693.00          | Planning Highways & Rental            | 7,753.00          | 4,060.00                     | 109.94%  | 4,431.60   | 9,303.60   |
| 385,536.00        |                                       | 399,552.00        | 14,016.00                    | 3.64%    |            |            |
| - 124.00          |                                       |                   |                              |          |            |            |
| <b>Reserves</b>   |                                       |                   |                              |          |            |            |
|                   | MAYD                                  | 6,500.00          | 6,500.00                     |          |            |            |
|                   | Power Grant                           | 1,970.00          | 1,970.00                     |          |            |            |
|                   | LHI                                   | 12,500.00         | 12,500.00                    |          |            |            |
|                   | Forward Planning Reserve              | 3,500.00          |                              |          |            |            |
| 13,000.00         | Asset Management Reserves             |                   | - 13,000.00                  | -100.00% |            |            |
| 13,000.00         |                                       | 24,470.00         | - 13,000.00                  | -100.00% |            |            |
| 350,217.00        | <b>Precept</b>                        | 367,776.00        | 17,559.00                    | 5.01%    |            |            |
| 192,768.00        |                                       | 199,776.00        | General reserves requirement |          |            |            |

## **PROCEDURE: DISPENSATIONS FOR COUNCILLORS**

**PURPOSE:** To set out the process whereby Councillors who otherwise would not be able to take part in council business (because they have a disclosable interest) can seek a dispensation.

**SCOPE:** This procedure applies to councillors. It applies to Disclosable Pecuniary Interest, non-disclosable pecuniary interests and non-pecuniary interests.

### **1. Introduction**

Parish Councils are ~~now~~ responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a "relevant authority" under section 27(6) (d) of the Act.

This procedure explains:-

- (a) the purpose and effect of dispensations
- (b) the procedure for requesting dispensations
- (c) the criteria which are applied in determining dispensation requests
- (d) the terms of dispensations

### **2. Purpose and effect of Dispensations**

In certain circumstances, Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Interest as set out in the 'Scope' above. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act states that dispensations may allow the Councillor:

- (a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- (b) to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held.

**Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.**

### 3. Process for making requests

Any Councillor who wishes to apply for a dispensation must inform the proper officer of the parish council (ie. the parish clerk) as soon as possible before the meeting which the dispensation is required. This can be done via written application or by completing the Dispensation Request form as attached. Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

The following wording for a ~~new~~ standing agenda item on declaration of interests and dispensations has been adopted as follows:

#### **To receive and Declarations of Interest and Dispensations**

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

A request for dispensation must be made on an individual basis.

### 4. Consideration by the Parish Council

The Parish Council has agreed to delegate to the parish clerk the authority to grant dispensations through a formal resolution to this effect:

"RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2). "

The parish clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest, a non-disclosable pecuniary interest or a non-pecuniary interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter (as per para. 2 above) if they consider that:

- (a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- (b) the authority considers that the dispensation is in the interests of persons living in the authority's area; or

- (c) it is otherwise appropriate to grant a dispensation.

The terms of any dispensation shall be in accordance with paragraph 6.

The parish clerk should formally notify the Councillor of their decision and reasons in writing at the earliest opportunity ~~and in any event within 5 working days of the decision~~ or via minutes relating to a declaration made at a meeting.

## 5. Criteria for Determination of Requests

In reaching a decision on a request for a dispensation the parish clerk will take into account:

- (a) the nature of the Councillor's prejudicial interest
- (b) the need to maintain public confidence in the conduct of the Council's business
- (c) the possible outcome of the proposed vote
- (d) the need for efficient and effective conduct of the Council's business
- (e) any other relevant circumstances.

## 6. Terms of Dispensations

Dispensations may be granted:


- (a) for one meeting; or
- (b) for a period not exceeding 4 years.

## 7. Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept.

Document Approval:

  
(Chair to Melbourn Parish Council)

Date of Parish Meeting: ~~13 January 2025~~ 14 January 2026

Review Policy: Every ~~12~~ 24 months

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

## MELBOURN PARISH COUNCIL

Doc. No.: 3.06  
Version: 1  
Date approved: ~~13 January 2025~~ 14 January 2026  
Review date: ~~January 2026~~ January 2028

### MELBOURN PARISH COUNCIL DISPENSATION REQUEST FORM

*Please give full details of the following in support of your application for a dispensation. You should refer to the accompanying 'Dispensations Guidance'. If you need any help completing this form please contact the parish clerk.*

|  |        |
|--|--------|
| Your name  |        |
| The business for which you require a dispensation (refer to agenda item number if appropriate)                 |        |
| Details of your interest in that business  |        |
| Date of meeting or time period (up to 4 years) for which dispensation is sought                                |        |
| Dispensation requested to participate, or participate further, in any discussion of that business by that body | Yes/No |
| Dispensation requested to participate in any vote, or further vote, taken on that business by that body        | Yes/No |
| Full reasons why you consider a dispensation is necessary (use a continuation sheet if necessary)              |        |

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please give your completed form to the parish clerk . You will receive written notification of the parish council's decision within 5 working days of the decision when completing this form.**

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## **POLICY AND PROCEDURE: RISK MANAGEMENT**

**PURPOSE:** To set out how Melbourn Parish Council will manage risks effectively to protect its employees, volunteers, assets, liabilities and community against harm and financial loss. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives. Risk management is the process by which risks are identified, evaluated and controlled

**SCOPE:** Risk management is an integral part of the Council's management processes. It is a key element of the framework of governance and applies to all aspects of Melbourn Parish Council's work, including an assessment of risks to the success of major projects before they are begun.

### **1. POLICY:**

1.1 The aim of this policy is to integrate risk management into the culture, of the Parish Council and to embed it through ownership and management of risk as part of all decision-making processes.

1.2 Melbourn Parish Council will classify risks into various types (these are set out in Appendix 1) but, for all categories, the direct financial losses may have less impact than indirect costs such as disruption of normal working.

1.3 The risk management process is an integral part of making sure that Council has an appropriate level of insurance cover. However, not all risks are insurable and, for some, the premiums may not be cost-effective. The policy must therefore emphasise the need to identify and manage risk

### **2. OBJECTIVES**

2.1 The implementation of the Risk Management Policy will enable Melbourn Parish Council to:

- a. Integrate risk management into the culture of the council.
- b. Eliminate or reduce risks to an acceptable level.
- c. Anticipate and respond to changing social, environmental and legislative requirements.
- d. Prevent injury and damage and reduce the cost of risk.
- e. Raise awareness of the need for risk management.

2.2 Identifying and managing risk is a key requirement of the Council's audit procedures and will be examined by the Internal Auditor. As a Council, Councillors have to agree annually (as part of the Annual Governance Statement) that:

"We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required."

### **3. PROCEDURE**

3.1 Risks may be identified through a systematic review of activities and service provision or they may result from discussion of new projects and activities. It is the responsibility of all Councillors, employees and service providers to think about the risks associated with their own responsibilities in the Council, and to bring any areas of deficiency to the Clerk. Members of the public and volunteers must be encouraged to ask the Council about how it is dealing with risks.

3.2 Specific tasks are as follows:

- a. Annual review of this policy, accompanied by an assessment of whether risk management is embedded in the culture of the Council.
- b. Following adoption of this policy, a review of risks under the categories set out in Appendix 1 faced by the Council.
- c. An annual review of the financial risk assessments to be carried out by ~~[Finance Committee]~~ Finance & Good Governance Committee and to be completed before the Annual Parish Council meeting to support completion of the Annual Governance Statement and ~~5-k-xiv~~ 18a ii of the revised Standing Orders. An annual review of non-financial risks to be carried out by the Chair who may delegate the review of certain risk assessments as they see fit.
- d. To carry out an assessment of the risks associated with any new project, process or function and put in place a risk management plan to address those risks

### **3.3 Risk Assessment Format**

There will be a list of identified risks, together with a management plan for each risk deemed 'High'. Appendix 2 illustrates the general format to be used for the management plan for individual risks deemed to be 'High'.



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting:** ~~13 January 2025~~ 14 January 2026

**Review Policy:** *Every 12 months*

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## APPENDIX 1

### TYPES OF RISKS TO BE CONSIDERED

**Health & Safety Risk** - The Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice.

**Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, and in a ~~worst case~~ worst-case scenario Government Intervention.

**Compliance Risk** - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

**Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves

**Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.



## APPENDIX 2

### FORMAT TO BE USED FOR RISK ASSESSMENTS

#### FINANCIAL/NON-FINANCIAL RISK ASSESSMENT

|                         |                   |
|-------------------------|-------------------|
| <b>Risk</b>             |                   |
| <b>Degree of risk</b>   | High, medium, low |
| <b>Persons Involved</b> |                   |
| <b>Control Measures</b> |                   |
| <b>Reviewed by</b>      |                   |
| <b>Date</b>             |                   |
| <b>Actions/comments</b> |                   |