



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
☎ **01763 263303, ext 3**
🌐 melbournparishcouncil.gov.uk

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 26 November 2025 at 7.30pm in the Austen Room
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, Clark (Chair), Cowley, Davey, Hart, Kilmurray, Kyprianou, Redelinghuys

Absent: Cllrs Coulman, Kanagarathnam

In attendance: Abi Williams (Clerk), two members of the public (MOP)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC115/2526 To receive and approve apologies for absence.

Apologies received from Cllrs Barnes, Campbell, Wilson and County Cllr Bostanci all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Barnes, Campbell, Wilson and County Cllr Bostanci.

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

PC116/2526 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

Cllr Kilmurray declared an interest in item PC120 2526c), PC122 2526c) and items PC126a-c).

Cllr Kyprianou declared an interest in items PC128 2526a-d).

Dispensation was granted to remain for discussion but not vote.

PC117/2526 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. Two members of public were present.

New landlord of The Dolphin enquired about ways in which they would be able to contact the community. Cllrs shared options for physical advertising and leaflet drops and encouraged them to look at contacting residents directly.

Two MOPs left the meeting 19:40

PC118/2526 To report back and approve the minutes of the Parish Council meeting held on 22 October 2025

It was RESOLVED to approve the minutes of the Parish Council meeting held on 22 October 2025 as an accurate record.

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

PC119/2526 To receive reports for District and County Councillors

A verbal report was provided by District Cllr Hart. Highlighted items include; registering for postal votes, information about the Local Plan and the South Cambridgeshire Community Policing meeting being held on 10 December. ACTION: Office to promote topics.

PC120/2526 Finance Matters:

- a) To receive and consider the finance report covering October 2025.

The report was noted.

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

- b) To consider spend of up to £100 for additional outdoor lights for Christmas tree at The Cross.
It was RESOLVED to spend up to £100 for additional outdoor lights for Christmas tree at The Cross.
Proposed by Cllr Davey, seconded by Kilmurray. All in favour.
- c) To consider approval of invoices relating to the PCN at the Hub.
It was RESOLVED to approve invoice 1776 at a cost of £140.00
Proposed by Cllr Kyprianou, seconded by Cllr Alexander.
In favour: Alexander, Clark, Cowley, Davey, Hart, Kyprianou, Redelinghuys
Against:
Abstain: Cllr Kilmurray.
- d) To consider approving invoice from Harts Books at a cost of £107.09 to be taken from s106.
It was RESOLVED to approve invoice MPS301025HB at a cost of £107.09.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- e) To consider retrospective approval of invoice from Melbourn Garage for fix to parish van at a cost of £597.72.
It was RESOLVED to retrospectively approve the cost of £597.72 for the fix to the parish van.
Proposed by Cllr Redelinghuys, seconded by Cllr Davey. All in favour.
- f) To consider retrospective approval of spend of £149.40 for 14th edition of Local Council Administration from SLCC bookshop.
It was RESOLVED to retrospectively approve the spend of £149.40 with SLCC bookshop for the 14th edition of Local Council Administration.
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.
- g) To consider uplift in costs from Lucid (IT suppliers) for 365 Secure Implementation at a cost of £50 per month.
It was RESOLVED to approve the uplift of £50 per month for 365 Secure Implementation from Lucid.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- h) To consider approving the approvals list for November 2025.
It was RESOLVED to approve the approvals list for November 2025.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- i) To note any recommendations to be considered for precept funding.
Cllr Hart raised the concern that grant donations from the solar farm will cease and Council should investigate ways other than the precept to continue providing grants. ACTION: Office to provide a proposal for approaching solar farm companies to continue funding.

PC121/2526 Bank reconciliations

- a) To note bank reconciliation for October 2025.
It was duly noted that bank reconciliation for October has been completed.

PC122/2526 Governance

- a) To receive updated committee membership list.
Updated committee membership list received.
- b) To consider recommendation from F&GG item FG024/2526) that burial fees should remain the same as in 2025.
It was RESOLVED to accept the recommendation from F&GG that burial fees should remain the same as in 2025.
Proposed by Cllr Hart, seconded by Cllr Kilmurray. All in favour.
- c) To consider recommendation from F&GG item FG028/2526) that the budget for Melbourn Community Hub be moved for initial consideration to the Maintenance Committee to allow for the same scrutiny of projects as other parish assets with the approval of change to terms of reference to reflect this.
It was RESOLVED to accept the recommendation from F&GG that the budget for Melbourn Community Hub be moved for initial consideration to the Maintenance Committee with the approval of change to terms of reference to reflect this.
Proposed by Cllr Redelinghuys, seconded by Cllr Alexander.
In favour: Alexander, Clark, Cowley, Davey, Hart, Kyprianou, Redelinghuys
Against:
Abstain: Cllr Kilmurray.

- d) To consider approval of Approved Signatories List.

It was RESOLVED to approve the CONFIDENTIAL Approved Signatories List as presented. Proposed by Cllr Alexander, seconded by Cllr Davey. All in favour.

- e) To receive updates and consider actions.

None received.

PC123/2526 Correspondence:

- a) To receive correspondence and consider actions to email about parking on The Moor.

Discussion over parking issues on The Moor centred around the use of road parking for businesses and possible restrictions placed on business via planning conditions. Solutions could include partial double yellow lines to allow for passing places, working with MVC to educate parents about parking issues. Cllr Hart offered to follow up with County Cllr Bostanci including conditions placed on recent approved planning application 23/02072/FUL. ACTION: Office to follow up with resident.

- b) To receive any updates and consider actions.

None received.

PC124/2526 Maintenance Matters:

- a) To consider hedge trimming works to top of Water Lane at a cost of £680 +VAT.

It was RESOLVED to approve the quote for works to the top of Water Lane at a cost of £680 + VAT.

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

- b) To receive update and consider actions in relation to maintenance of agreed areas at Hopkins Homes.

A verbal report was provided. Office awaiting updates on possible action from solicitor and s106 officer.

- c) To consider approval of £500 spend to offer Christmas tree recycling to residents again this year.

Proposed by Cllr Clark, seconded by Cllr Kilmurray.

After discussion the resolution was NOT CARRIED.

Cllrs would encourage residents to recycle trees through the green bin. ACTION: Office to promote other options and produce signage to state not to leave trees at car park.

- d) To receive updates and consider actions.

None received.

PC125/2526 Planning Matters:

- a) To receive report from legal review meeting.

A verbal report from the meeting was provided. Summarising current land transfer projects and potential new projects including Hopkins Homes negotiation and Hub lease review.

- b) To consider costs for survey of land at Grinnel Hill to define boundary and enforce reinstatement of fenceline.

Item deferred due to lack of information for surveyors. ACTION: Office to contact resident and update on situation and request reinstatement of boundary to previous location.

- c) To receive updates and consider actions.

None received.

PC126/2526 Community Hub

- a) To consider permanent display of Cambridge Building Society opening times in Community Hub foyer window.

Motion not proposed.

Amendment to motion proposed: To consider permanent display of Cambridge Building Society opening times with directions to location omitted in Community Hub foyer window.

Proposed by Cllr Cowley, seconded by Cllr Redelinghuys.

After discussion the resolution was NOT CARRIED.

Further amendment to motion proposed: To consider a temporary outdoor sign to be used when Cambridge Building Society are present and operating.

Proposed by Cllr Hart, seconded by Cllr Davey.

In favour: Alexander, Clark, Cowley, Davey, Hart, Kyprianou, Redelinghuys

Against:
Abstain: Cllr Kilmurray.

- b) To consider spend of estimated £750 for Community Hub lease review and report.

It was RESOLVED to approved £750 spend with HCR Law for Community Hub lease review and report.

In favour: Alexander, Clark, Cowley, Davey, Hart, Kyprianou, Redelinghuys

Against:
Abstain: Cllr Kilmurray.

- c) To receive updates and consider actions.

None received.

PC127/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

PC128/2526 Melbourn Timebank

- a) To receive the Timebank's October and November report.

Reports received.

- b) To consider approval of costs associated with replacement of Timebank mobile phone.

The donation of a mobile phone was offered. Item deferred.

- c) To note expenses related to Timebank as approved.

None received.

- d) To receive any updates and consider actions.

None received.

PC129/2526 To receive an update from the MAYD Joint Committee

- a) To receive a report from MAYD Committee meeting held on 20 November 2025.

A verbal report was received. Discussion about possible future youth provision and developing space for community youth building. Terms of Reference updates to be considered by Full Council and to encourage more members to join MAYD.

PC130/2526 To receive an update from the Futures Working Party

Meeting to be held in early December. County Councillor Bostanci to be invited to join. Possible change of remit to include asset development. To work closely with MAYD.

PC131/2526 To receive an update from the HR Panel

- a) To note the office closure from 19th December 2025 until Monsay 5 January 2026 inclusive. Emails will be monitored during this time - answer phone messages are delivered as emails and can be reacted to if needed.

Office closure noted.

- b) To receive any updates and consider actions.

None received.

PC132/2526 Policies

- a) To consider approval of the annual effectiveness of the system of internal audit review as recommended by F&GG under item FG025/2526).

It was RESOLVED to approve the annual effectiveness of the system of internal audit review as recommended by F&GG.

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

- b) To consider approval of the completed annual effectiveness of the system of internal controls review as recommended by F&GG under item FG026/2526).

It was RESOLVED to approve the completed annual effectiveness of the system of internal controls review as recommended by F&GG.

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

- c) To consider approval of updated Financial Risk Assessment as recommended by F&GG under item FG029/2526a).

It was RESOLVED to approve the updated Financial Risk Assessment as recommended by F&GG.

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

- d) To consider approval of updated Finance and Good Governance Terms of Reference as recommended by F&GG under item FG029/2526b).

It was RESOLVED to approve the updated Finance and Good Governance Terms of Reference as recommended by F&GG.

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

- e) To consider approval of the Investment Strategy as recommended by F&GG under item FG029/2526c).

It was RESOLVED to approve the Investment Strategy as recommended by F&GG.

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

PC133/2526 Chair's Announcements

None received.

PC134/2526 To note the dates of the upcoming meetings as:

- a) Community Benefit Grants Meeting, **Wednesday 3 December 2025** at 7.30pm.
The date of the Community Benefit Grants Meeting was noted as 3 December 2025.
- b) Planning Committee Meeting, **Wednesday 10 December 2025** at 7.30pm.
The date of the next Planning Committee Meeting was noted as 10 December 2025.
- c) Finance & Good Governance Committee Meeting, **Tuesday 16 December 2025** at 7.30pm.
The date of the next Finance & Good Governance Committee Meeting was noted as 16 December 2025.
- d) Full Council Meeting, **Wednesday 14 January 2026** at 7.30pm (*precept setting*).
The date of the next Full Council Meeting was noted as 14 January 2026.

Meeting ended 21:28



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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 22 October 2025 at 7.30pm in the Atrium 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 Barnes, Clark (Chair), Coulman, Cowley, Davey, Kanagarathnam, Kilmurray, Kyprianou, Redelinghuys

Absent:

In attendance: Abi Williams (Clerk), six members of the public (MOP)

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC094/2526 To receive and approve apologies for absence.

Apologies received from Cllrs Alexander, Campbell, Hart, Wilson and Count Cllr Bostanci all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Alexander, Campbell, Hart, Wilson and Count Cllr Bostanci.

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

PC095/2526 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

Cllr Coulman has a standing declaration in HR Matters (PC112/2526) and will leave the meeting at this time.

Cllr Cowley declared an interest in item PC103/2526a) in his capacity as a Beaver Leader.

Dispensation was granted to remain for the discussion but not vote.

Cllr Kilmurray declared an interest in items PC100/2526d) and PC106/2526a-b) in his role as Director of the Melbourn Hub Management Group. Dispensation was granted to remain for the discussion but not vote.

PC096/2526 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.

Six members of the public were present.

MOP1 (PC105/2526a) Fowlmere Road) continued concerns about the nature of the draft survey provided by Active Travel Officer from Cambridgeshire County Council. Residents from the local area called for priority of the works to be on the maintenance and improvement of the road and not changes that may negatively impact those that live on the road. Continued concern that residents in the area had still not been contacted.

MOP2 (PC105/2526a) Fowlmere Road) continued concern over draft survey not asking the correct questions.

MOP3 (PC105/2526a) Fowlmere Road) Calls for maintenance of the road to be the priority with thought given to placement of passing places etc. Clarification needed of what a 'Quiet Road' means. Request to have sight of draft survey to address with relevant parties. ACTION: Office to send copy of supporting document.

MOP4 & 5 – Question over actions of Parish Council meeting with Melbourn Community Hub Management Group (MCHMG) to discuss lease. Questions over statements in the lease documentation with regard to profits from MCHMG being paid to the Parish when appropriate. Question over restriction of Community Hub for youth provision this is an ongoing discussion

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

with MCHMG as advised. Request for confirmation that Cambridge Building Society will be renting space.

Cllr Clark provided response to the questions that were relevant for Melbourn Parish Council to answer. Prior to this Council meeting a meeting was held between a number of Cllrs to discuss the lease and it was agreed by those present that further action will be taken. Cllr Clark confirmed that if MCHMG were to be profitable then the lease states that funds would be made payable to the Parish Council. ACTION: To ask for confirmation of conditions that restrict use for youth provision.

Chair altered the order of the agenda.

PC105/2526 Planning Matters:

- a) To update on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.

An update was provided of actions taken so far. *Update is available in the supporting documents for this meeting.*

Four MOPs left the meeting 19:55

PC097/2526 To approve the minutes of the Parish Council meeting held on 29 September 2025

Noting correction from draft minutes from Business to Building under item PC085/2526.

It was RESOLVED to approve the minutes of the Parish Council meeting held on 29 September 2025 as an accurate record.

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

PC098/2526 To report back on the minutes of the Parish Council meeting held on 29 September 2025

Nothing to report.

PC099/2526 To receive reports for District and County Councillors

Cllr Clark provided notes from County Cllr Bostanci drawing attention to the Practical Solutions Group meeting to be held in November, Melbourn being awarded the LHI funding, level crossing barrier replacement to take place between 13 December and 5 January. *A full copy of the report can be found in the supporting documents for this meeting.*

PC100/2526 Finance Matters:

- a) To receive and consider the finance report covering September 2025.
The report was noted
- b) To consider approving insurance renewal (precepted) at a cost of £2,279.00 for Grinnell Hill (no increase from 2024). Review for 2026/27 to take place.
It was RESOLVED to approve payment of £2,279 for Grinnell Hill insurance.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- c) To consider approving invoice for Parish Online subscription at a cost of £240 (£60 discount).
It was RESOLVED to approve payment of Parish Online subscription invoice of £240.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- d) To consider approval of invoices relating to the PCN at the Hub.
It was RESOLVED to approve invoice 1772 at a cost of £2,618.13.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Barnes, Clark, Coulman, Cowley, Davey, Kanagarathnam, Kyprianou, Redelinghuys
Against:
Abstain: Cllr Kilmurray.
It was RESOLVED to approve invoice 1774 at a cost of £140.00.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Barnes, Clark, Coulman, Cowley, Davey, Kanagarathnam, Kyprianou, Redelinghuys
Against:
Abstain: Cllr Kilmurray.
- e) To note expense claim from the Clerk for mileage to events at a cost of £64.80.
It was RESOLVED to accept the payment of Clerks expenses of £64.80.
Proposed by Cllr Barnes, seconded by Cllr Kanagarathnam. All in favour.
- f) To consider approving the approvals list for October 2025.
It was RESOLVED to approve the approvals list for October 2025.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- g) To note any recommendations to be considered for precept funding.

Request for items to be considered before the Finance & Good Governance Committee Meeting to be held on 4 November 2025.

- h) To consider precepting funds for approved Local Highways Improvement application.

Note of the successful LHO application was made with consideration to be taken over precepting £25,000 (as previously agreed) to be taken at the Finance & Good Governance Committee meeting to be held in November.

PC101/2526 Bank reconciliations

- a) To note bank reconciliation for September 2025.

It was noted that the bank reconciliation has been complied and signed by the RFO but not yet checked.

PC102/2526 Governance

- a) To note road closure and running order for Remembrance Parade to be held on Sunday 9 November and request confirmation of attendance. Wreath purchased at a cost of £24.49 under delegated authority.

Discussion was had about length of time that wreaths should remain at the memorial. A suggestion of six month period was made, unless the wreaths had started to degrade before the six month period was up. ACTION: Office to reach out to other wreath layers and All Saints Church to arrange removal at a suitable time. A request for attendees at the service was made. The wreath to be laid on behalf of the Parish Council by Cllr Clark.

- b) To receive updated committee membership list.

Updated committee membership list received.

- c) To note call for applications for Community Benefit Grants open until 24 November 2025. The meeting for application consideration will be held on Wednesday 3 December 2025.

It was noted that Community Benefits Grants applications are now open. It was noted that applicants will be expected to attend the decision meeting, provide relevant financial information and to provide % details of beneficiaries that are from Melbourn.

- d) To receive updates and consider actions.

None received.

PC103/2526 Correspondence:

- a) To consider request for extended opening hours of Moor car park.

Request to extend car park opening hours was discussed.

It was RESOLVED to keep the car park opening hours as they are currently as sufficient measures are in place. ACTION: Office to respond to resident.

Proposed by Cllr Barnes, seconded by Cllr Davey.

In favour: Barnes, Clark, Coulman, Davey, Kanagarathnam, Kilmurray, Kyprianou, Redelinghuys

Against:

Abstain: Cllr Cowley.

- b) To receive any updates and consider actions.

Cllr Davey added request to look at yellow lines on The Moor to deter parking.

PC104/2526 Maintenance Matters:

- a) To receive update for works to All Saints Church wall.

Update received.

- b) To encourage any remaining road inspections to be returned to the office.

Cllrs reminded to submit their road inspections for review.

- c) To receive the Reinstatement Cost Assessment for Parish assets.

Report received. Actions, if any, to be discussed at Finance & Good Governance.

- d) To receive updates and consider actions.

None received.

PC105/2526 Planning Matters:

- a) To update on active travel survey looking at the desire to convert Fowlmere Road / Mill Road into a quiet lane.

Item discussed earlier in the meeting. See above.

- b) To note Intends Notice for Clear Crescent road closure from 1 November 2025.

Intends Notice received. No comment.

- c) To consider Intends Notice for Station Road road closure from 10 December 2025.

Intends Notice received. No Comment

- d) To receive updates and consider actions.

None received.

PC106/2526 Community Hub

- a) To consider quote for works to automatic doors to ensure compliance with BSEN 16005 Standards.

Cllr Cowley and MOP left the meeting 20:47

It was RESOLVED to approve quotation for works to automatic doors at a cost of £1,455.79+VAT.

Proposed by Cllr Kyprianou, seconded by Cllr Coulman.

In favour: Barnes, Clark, Coulman, Davey, Kanagarathnam, Kyprianou, Redelinghuys

Against:

Abstain: Cllr Kilmurray.

- b) To receive updates and consider actions.

None received.

PC107/2526 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.

MOP left the meeting 20:53

PC108/2526 Melbourn Timebank

- a) To receive the Timebank's September report.

Report received with thanks for continued effort and excellent contribution to the community.

- b) To note trial use of the Pavilion for Food Bank activities.

Use of the Pavilion noted. Clerk / Community Coordinator to feedback to Council when established.

- c) To note expenses related to Timebank as approved.

None received.

- d) To receive any updates and consider actions.

None received.

PC109/2526 To receive an update from the MAYD Joint Committee

- a) To confirm date of MAYD Committee meeting.

Item deferred. Date still to be confirmed.

PC110/2526 To receive an update from the Futures Working Party

Continued focus on ninja trail / gym equipment project.

PC111/2526 Website rebuild

- a) To consider proposal to rebuild website to ensure compliance with WCAG 2.2 AA (Web Content Accessibility Guidelines).

It was RESOLVED to approve the £1,500+VAT budget for the office to select a provider and produce a WCAG 2.2AA compliant website suitable for Melbourn Parish Council.

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

Cllr Coulman left the meeting 20:59

PC112/2526 To receive an update from the HR Panel

- a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at item PC112/2526b)**

It was RESOLVED to carry the motion to exclude Public and Press as stated above.

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

- b) Review pay scale for RFO.

HR Panel presented their recommendation to increase the RFO pay scale to better reflect the responsibility involved and move closer to market value in line with the NALC recommendations.

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

- c) **Motion to reopen meeting to the Public and Press.**

It was RESOLVED to re-open the meeting to Public and Press.

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

- d) To receive any updates and consider actions.

None received.

PC113/2526 Chair's Announcements

None received.

PC114/2526 To note the dates of the upcoming meetings as:

- a) Finance & Good Governance Committee Meeting, **Tuesday 4 November 2025** at 7.30pm.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 4 November 2025.

- b) Planning Committee Meeting, **Wednesday 12 November 2025** at 7.30pm.

The date of the next Planning Committee Meeting was noted as Wednesday 12 November 2025.

- c) Maintenance Committee Meeting, **Wednesday 19 November 2025** at 7.30pm.

The date of the next Maintenance Committee Meeting was noted as Wednesday 19 November 2025.

- d) Full Council Meeting, **Wednesday 26 November 2025** at 7.30pm.

The date of the next Full Council Meeting was noted as Wednesday 26 November 2025.

Meeting closed 21:07

Parish Council Report November 2025

Meldreth Road, Level Crossing

As reported previously, Network Rail is replacing the single barriers at this level crossing with double barriers as part of the C3R Cambridge re-signalling project. The work has started and is due to be completed over the Christmas holiday period. Very regrettably, this will mean longer barrier down times when the new level crossing barriers are closed.

We have expressed significant concerns about the process by which Network Rail is bringing about this change. While there is a legitimate broader interest in railway modernisation and efficiency improvement, Network Rail did not inform local villages how this change is now possible when a public enquiry under the Transport and Works Act did not find in Network Rail's favour in 2023.

Further, Network Rail only issued a letter in which it cited new data about the safety of the level crossing along with the results of new modelling about the impact of barrier down times on local journey times and traffic queueing less than 24 hours before the end of the consultation period.

However, the reality is that under the current Level Crossings Act 1983, Network Rail is able to change level crossings practically at will, while the impact on local people is a secondary consideration in these decisions.

In its response to the consultation about the level crossing order (carried out by the Office of Rail and Road for the Secretary of State) Highways at Cambridgeshire County Council as the local Transport Authority likewise expressed significant misgivings about the process Network Rail had followed.

In response to the concerns expressed by local parish councils and residents, Highways placed a number of requirements on Network Rail in connection with the change, namely for Network Rail to:

1. monitor the impact on local traffic after the change;
2. to provide a formal written commitment to act should the impacts on traffic prove to be significant;
3. to provide written details of potential mitigating actions should there be a significant impact;

4. to provide details of how the level crossing will be controlled and a commitment that this will be done in a way that ensures minimal level crossing down times.

In addition, Highways committed to work with Network Rail to ensure that these requirements are met. We understand that this is not the outcome that many residents would have wanted, but we have worked hard to ensure that local concerns are heard by decision makers.

There will be a period of closure of the road as well as a period without train services for the level crossing works. The road will be closed from 13 December and the train line from 25 December, both reopening 5 January. The diversion will be via Malton Lane, Meldreth.

As ever, please let us know if you have any questions or concerns.

South Cambs Council

Reminder: Postal Voters

If you have had a postal vote in the past, you will have to reregister if you still want one for future elections starting next May. This can be done on the South Cambs District Council website, or you can ring up for an application form. It is a very simple process. 01954 713000

Cabinet and Town / Parish Council Liaison Meeting

The above meeting for all parish and town councils was held in the South Cambs District Council Chamber on Tuesday 11th November and was an opportunity to hear about the Emerging Local Plan, Local Government Reorganisation and New Climate & Nature Strategy 2026-30.

4-Day Week in the news

South Cambridgeshire District Council was back in the press earlier this month over its move to a 4-day working week as a minister in the 'new' government decided to write to us. To be clear, the council is open 5 days a week and many services are available 24/7. The contact centre is actually open longer hours than before the change. The Minister focused on council housing performance but had not looked at the data in any detail which shows that the council is in the top 25% of councils nationally for performance on reletting vacant council houses, for doing repairs (despite that being

outsourced to a company working 5 days a week) and for council rent collection. 100% of emergency repairs are carried out in 24 hours. On top of this SCDC is saving just under £400,000 per year as a direct result of the 4-day week due to significant improvements in staff recruitment and less reliance on agency staff; planning applications are approved on average 3 weeks quicker and people's benefit claims are sorted 3 days earlier.

Local Government Reorganisation

The County Council has now agreed to submit Option A (2 unitary councils, with South Cambs combining with Cambridge City and East Cambridgeshire) to Government for its consideration later this month. Cambridge and South Cambridgeshire voted on option B.

Anglian Water (AW) Fen Reservoir Consultation

The third phase of AW's non-statutory consultation for a new Fens Reservoir DCO commenced on 15 October and will run for 8 weeks until 10 December 2025. It can be accessed here: <https://fensreservoir.co.uk/documents/>

In summary: The pipeline runs south of Bluntisham, via Swavesey, to the proposed service reservoir site at Madingley. The pipeline corridor (the area within which the pipeline could be located) is up to 500 metres wide. The proposed site for the new service reservoir is to the south of Madingley (on the existing Cambridge Water site). It will have an approximate capacity of 30 megalitres (Ml) on a land area of approximately 13 hectares.

Draft Local Plan – “The most important document you’ve never heard of”

The draft Local Plan and supporting evidence has just been published ahead of a public consultation which will run between 1 Dec 2025 – 30 Jan 2026. Cambridge City Council and South Cambs are working together to create this joint Local Plan for the Greater Cambridge area. The plan sets out the future land use and planning policies for the area for the period 2024-2045.

The Local Plan identifies the need for new homes and jobs, the services and infrastructure to support them, and guides where this development should happen. It has been informed by several stages of public engagement and working with stakeholders. There is a useful little video to help people understand what the Local Plan is and its importance: What is a Local Plan for Greater Cambridge?

If you have any questions about the Draft Local Plan, please contact the Planning Policy Team: localplan@greatercambridgeplanning.org

‘How are we doing?’ survey

SCDC has recently launched a new ‘How Are We Doing’ Survey to give residents, businesses and other stakeholders the opportunity to provide feedback on the Council’s services – both positive and negative – to ensure that we are delivering the best services possible. The feedback received will be reported to the Leadership Team and the appropriate teams. If you wish to comment, please follow this link:

www.scambs.gov.uk/leave-feedback

Official complaints or service requests should still go through the usual channels.

OxCam Growth Corridor and Cambridge Growth Company

We have cautiously welcomed the Government's announcement that they will invest up to £400 million to help solve some of the challenges that hamper inclusive and sustainable growth in the area.

The Government has announced its intention to consult on setting up a centrally led Development Corporation to help plan, manage, and deliver large-scale development projects in Greater Cambridge (South Cambs and Cambridge City).

The Government’s announcement included:

- Up to £400 million of initial government funding to kickstart development
- A pledge to increase the supply of affordable homes
- Investment in infrastructure
- Business expansion – with £15 million for the University of Cambridge for a proposed Innovation Hub to create lab space for science start-ups to grow and compete on the global stage.

Bringing empty homes back into use

A major milestone has been reached in tackling long-term empty homes in South Cambridgeshire, with 75 properties brought back into use in the last three years. Success stems from the District Council’s strategic decision to appoint an Empty Homes Officer in 2022 - an initiative that has transformed neglected properties into vibrant homes for new families, eased housing pressures, and revitalised communities

across the district. To find out more about our work bringing empty homes back into use visit our webpage. <https://www.scambs.gov.uk/housing/empty-homes>

Street Trading

Proposed changes to street trading in South Cambridgeshire aim to help small local businesses work in more places whilst giving local communities more of a say. The District Council has just launched a public consultation into changes that could be made to its Street Trading Policy. The consultation runs until to Monday 24 November 2025. South Cambridgeshire's local traders in particular are being asked to share their views – although anyone is welcome to have their say.

<https://www.scambs.gov.uk/news/have-your-say-consultation-on-proposed-changes-to-street-trading-in-south-cambs>

South Cambs supports communities with more grants

Local sports clubs, a community centre and village events are set to benefit from more than £7,000 in the latest round of South Cambridgeshire District Council Community Chest grants.

The funding backs grassroots initiatives which improve facilities, bring people together, promote wellbeing and deliver long-term benefits for towns and villages across the district.

Almost £80,000 has been set aside for Community Chest grants in 2025-2026 and in this latest round, £7,160 is being distributed to five local organisations.

Soft launch of the Greater Cambridge Shared Planning website redesign

We have officially soft launched the redesigned Greater Cambridge Shared Planning website! From today until the 2 December, residents, businesses and developers will be able to toggle between the current Greater Cambridge Shared Planning website, and the [redesigned website](#), giving everyone a chance to test it out and get familiar before we do a hard launch on 2 December. Please [explore the test site](#) and share your feedback, good or bad, by emailing Digital@scambs.gov.uk by **Friday 21 November**.

Here's what's new:

- Simplified content with a lower reading age
- A smoother, more intuitive user journey
- A cleaner, modern look and feel

Introducing Localisation:

Enter your postcode to instantly view planning information relevant to your area, including: Conservation areas; Live planning applications; Tree preservation orders; Listed buildings; Flood zones. Try it out [here](#).

Government announces consultation on Six Local Government reorganisation ‘priority areas’

On November 19th the government announced that they have started the consultation on the six areas in LGR known as the devolution priority areas (those areas who will have elections for a mayor next May). I attach a news article from LGC here: [LGR consultations launched for six areas | Local Government Chronicle \(LGC\)](#)

Cambs County Council

Consultation on County Budget

Cambridgeshire County Council is launching a public engagement survey today (Friday, 24 October), to gather residents’ views on where the council should prioritise spending and savings in the years ahead.

Every year, the council must set a budget which balances spending needs against income from council tax (around one-third of council funding), business rates, government grants, and service fees. These funds support a wide range of services including social care, education, libraries, highways and transport, environmental services, and waste management.

With rising costs, a growing population, and increasing demands – particularly in children’s and adults’ social care – the council faces difficult decisions about how to allocate resources. More than half of its spending currently goes toward social care, while other major areas of spending include SEND, transport, and the environment.

The council’s Business Plan will set out a budget for the 2026-27 to 2028-29 financial years. Our Strategic Framework, which sets out our seven ambitions that will help us create a greener, fairer and more caring Cambridgeshire, is one of the guiding principles that informs the business planning and budgeting process.

<https://www.cambridgeshire.gov.uk/asset-library/imported-assets/Business-Plan-Section-1-Strategic-Framework-2023-to-2028-Refresh-for-2025-26.pdf>

Our annual Quality of Life survey is also used to inform decision making. This year's survey captured the views of 6,796 residents and found that in general happiness was at its highest point (84%) since the survey began. However, 87% of responding residents felt personally concerned about continued cost of living pressures, with loneliness and mental health also areas of concern especially for younger people.

<https://www.cambridgeshire.gov.uk/council/quality-of-life-survey/quality-of-life-survey-2025>

This new engagement survey, which will close on Monday 24 November, asks residents for their views on how the council should approach budget priorities. Respondents will be asked to consider questions such as whether the council should be looking to increase its income or decrease its spending on some of our services.

EWR: You Said, We Did – Autumn Update

On 19th November, East West Rail Co published their 'You Said We Did' statement, which includes significant changes that the council and other stakeholders have lobbied for. The key ones for our area as identified by EW rail are:

- *In Cambourne, we have decided to relocate the proposed station at Cambourne 1km west of the site we previously proposed to a location north-east of the A428/Cambourne Road double roundabout. This location aligns more closely with Local Plans and would have a lower environmental impact than the option presented at our last consultation. It also better reflects community and stakeholder preferences.*
- *Consideration for a new station at Cambridge East have been formally added to the scope of East West Rail, subject to third-party funding. This new station would be near Cambridge City Airport and would help stimulate economic growth in the area and unlock a new connection to the wider region via a significantly upgraded Newmarket Line.*
- *At the A428 Bourne Airfield crossing, we have changed our preferred form of construction from a cut and cover tunnel to a mined tunnel which will reduce disruption to existing road users and has lower development and environmental impacts, including on groundwater.*
- *To maintain connectivity between Newton to Harston, we are proposing to create a new road between Station Road and London Road, which will include an active*

travel route. We are also proposing a new active travel bridge between Newton and Harston on the Station Road/Newton Road.

EW rail also confirmed that they have contacted all landowners who are affected by these changes.

County Council Christmas Holiday Activities and Food (HAF) Programme

As we edge closer to the Christmas school holidays, we wanted to highlight that children in receipt of benefits-related Free School Meals are eligible for a fully funded place at participating holiday schemes or family experience for up to 16 hours. In addition, recently arrived refugee families and families experiencing financial hardship are also eligible. This is part of the County Council's Holiday Activities and Food (HAF) Programme. Further information can be found here:

- [Cambridgeshire Holiday Activities and Food \(HAF\) Programme | Cambridgeshire County Council](#)
- [HAF Provider Directory | Cambridgeshire County Council](#)

Please do share this information with anyone locally who you think may want to take advantage.

Care Leavers Event

A celebration event was held 28th October for young people between the ages of 17-25 from across Cambridgeshire transitioning out of care.

It kick-starts a month of activities planned for National Care Leavers Month during November. Care experienced young people were involved in planning the celebration event, which was held at The Junction in Cambridge. Activities included a henna tattoo artist, gaming area, mocktail competition, hair braiding, raffle, a DJ, music, and refreshments.

Raffle prizes were kindly donated by The Junction, Cambridge United Football Club, Hotel Chocolat, The Lounges Restaurant, Tesco, Costa Coffee, Cafe Nero, Asda, Xtreme 360, Quilts 4 Care Leavers, Franco Manca, Fragrance Shop, Pizza Pilgrims, Brian Kotelo Mbekeni Foundation, The Lancaster Lounge.

Representatives from Inspire2Ignite were also present, to provide music and support guests at trying their hand at using the DJ mixing decks.

The event was attended by Councillor Jonny Edge, Vice Chair of the Council's Children and Young People Committee. Also present was Councillor Simon Bywater who is a mentor for a care leaver. The council's Leaving Care Service works with many local and national organisations.

Cambridgeshire County Council has in place a Local Offer for care leavers, which provides services and support for those leaving care to ensure they are well looked after. This includes support from the council as well as external organisations.

During National Care Leavers Month in November, the council is organising a series of activities for care experienced young people to recognise their achievements and bring them together socially, including college visits, cooking workshops, community football and group walks.

Melbourn Parish Council

Responsible Financial Officer's Report – October 2025

Prepared by: Shelley Coulman, RFO

Date: October 2025

1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of October 2025, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to 31st October 2025 and includes any future commitments recorded in November. These have been produced using the council finance system.

2. Income Overview

- **Total income to date:** £303,540

Income & Expenditure	£449,464
<u>Deferred Income</u>	<u>(£145,924)</u>
Total Income	£303,540
- **Key income item:** The primary source of income remains the precept payment received in April and October. The amount reflects 7 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £145,1924 has been deferred to be release over the month in which the income relates.
- Interest continued to perform well however the bank of England has held the base rate but is predicted to reduce further there is significant uncertainty due to the impending budget.
- Burial fees have exceeded budget for 2025/26.
- Other minor income has been recorded from allotments, cemetery fees, and room hire. These remain broadly in line with budget expectations. Details around pitch fees need to be agreed.
- £57,563 was received for the community benefit fund and was transferred to the Earmarked reserves.

3. Expenditure Overview

- **Total expenditure to date:** £279,956

Income & Expenditure	£291,376
Accruals	£9,917
<u>Prepayments</u>	<u>(£21,337)</u>
Total Income	£279,956
- This represents approximately 72.5% of the annual budgeted expenditure, indicating that spending is currently higher than expected but does not include

the effect of transfers to and from reserves, indicating that expenditure is less than budgeted, this will become clearer as we move closer to monthly budgeting and considering annual variations. Interest on loans and refuse collection has not been prepaid therefore frontloading the budget. This is within a reasonable range for this point in the financial year.

Key expenditure areas include:

- **Salaries and staff-related costs** – on track with the budget no overspend anticipated.
- **Grounds maintenance** – seasonal activities are reflected in spend levels. – Some areas moved to Village maintenance contract.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £37,853 has been taken from the earmarked reserve.
- **Maintenance & Repairs unplanned.** Little hands Oil boiler and Doors, these have been taken from the appropriate reserves.
- **Street Lighting** – This has occurred based on an issue with regards to moving over the street lighting account.
- **Van cost** – Van repair has meant overspend from budget; however wardens' equipment has been underspent and looks likely to remain.
- **Mayd** – Current overspends however the latest costs have not been moved to reserves.
- **Software licenses** – Cost to add a new user and retain Edge during transition to Rialtas.

No significant overspends have been recorded, and all expenditure to date is supported by appropriate documentation.

4. Bank and Reserves Position

- **Bank balance as of 30th September 2025:** £827,980 of which £522,583 relates to immediately available cash and £305,397 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.
- The general reserve of £209,226 remains healthy and covers 6.6 months month operating expenditure level.

5. VAT

- VAT has been claimed for the quarter ended 30.09.25.

6. Summary and Recommendations

The Council's financial position as of the end of October 2025 remains strong. Spending is higher than the annual budget but this is due to interest and capital spend on the loans not being apportioned appropriately through the year. The Council maintains sufficient reserves to meet foreseeable commitments. Councillors should look at the assets and consider the income or the measurable benefit to the community versus the cost of the asset to the community.

Income & Expenditure by Budget 18/11/2025

Month No: 7

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	4,761	6,000	1,239			79.3%
1076 Precept	204,293	350,217	145,924			58.3%
1200 Allotment Rent received	3,181	3,154	(27)			100.9%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	5,475	2,000	(3,475)			273.8%
1305 Memorials Fees	2,062	525	(1,537)			392.7%
1310 Internment Fees	1,635	1,500	(135)			109.0%
1400 Match Fees	2,290	3,350	1,060			68.4%
1500 Hire of Recreation Grounds	765	840	75			91.1%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	15,750	27,000	11,250			58.3%
1610 Misc Income	59,360	0	(59,360)			0.0%
Total Income	303,540	398,536	94,996			76.2%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	77,175	135,348	58,173		58,173	57.0%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	288	591	303		303	48.7%
4060 Staff & Councillor Expenses	167	0	(167)		(167)	0.0%
4065 Training	2,896	2,500	(396)		(396)	115.8%
4070 Timebank Expenses	1,089	587	(502)		(502)	185.5%
4100 Audit Fees	2,922	2,000	(922)		(922)	146.1%
4105 Legal & Professional Fees	800	0	(800)		(800)	0.0%
4110 Insurance	5,198	13,948	8,750		8,750	37.3%
4115 Memberships & Subscription	1,550	1,706	156		156	90.9%
4120 Parish Clock	0	447	447		447	0.0%
4125 Broadband & Telephone	117	177	60		60	66.1%
4130 Computer & IT	715	2,802	2,087		2,087	25.5%
4140 Software Licences	4,749	4,012	(737)		(737)	118.4%
4150 Printing Postage & Stationery	801	1,370	569		569	58.4%
4155 Office Costs	4	0	(4)		(4)	0.0%
4170 Office Rent	8,750	15,000	6,250		6,250	58.3%
4175 Subcontractors	3,539	9,846	6,307		6,307	35.9%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	345	758	413		413	45.5%
4200 Bank Charges	203	226	23		23	90.0%
4205 Grants	37,853	8,550	(29,303)		(29,303)	442.7%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	6,612	6,500	(112)		(112)	101.7%
4208 S106 Expenditure	8,038	0	(8,038)		(8,038)	0.0%

Income & Expenditure by Budget 18/11/2025

Month No: 7

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	48	2,677	2,629		2,629	1.8%
4230 Van - Tax, MOT, Fuel, Repairs	758	647	(111)		(111)	117.2%
4235 Wardens Materials	291	0	(291)		(291)	0.0%
4240 Wardens Equipment	151	1,539	1,388		1,388	9.8%
4315 Maintenance & Reps - Planned	7,472	10,061	2,589		2,589	74.3%
4320 Maintenance & Reps- Unplanned	13,962	18,100	4,138		4,138	77.1%
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%
4365 Tree & Hedge Work - Unplanned	2,677	3,546	869		869	75.5%
4370 Project work	369	1,026	657		657	35.9%
4410 Nature Reserve management plan	0	513	513		513	0.0%
4420 Grounds Maintenance - Unplanned	1,440	3,058	1,618		1,618	47.1%
4430 Grounds Maintenance - Planned	860	8,415	7,555		7,555	10.2%
4500 Rates	9,773	17,616	7,843		7,843	55.5%
4505 Electricity	2,277	6,227	3,950		3,950	36.6%
4510 Water	741	1,145	404		404	64.7%
4605 Refuse & Dog Bin Collection	5,052	6,442	1,390		1,390	78.4%
4635 Village Maintenance Contract	22,142	34,177	12,035		12,035	64.8%
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	29,340	32,326	2,986		2,986	90.8%
4705 PWLB Capital	12,058	17,457	5,399		5,399	69.1%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	1,339	1,026	(313)		(313)	130.5%
Total Overhead	279,956	385,984	106,028	0	106,028	72.5%
Total Income	303,540	398,536	94,996			76.2%
Total Expenditure	279,956	385,984	106,028	0	106,028	72.5%
Net Income over Expenditure	23,585	12,552	(11,033)			
plus Transfer from EMR	70,445	0	(70,445)			
less Transfer to EMR	58,064	0	(58,064)			
Movement to/(from) Gen Reserve	35,966	12,552	(23,414)			

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

Abi/Alex/Shelley

Melbourn Parish Council

30 High Street

Melbourn

Cams

SG8 6DZ

INVOICE NO. 1776**DATE** 24/11/2025**DUE DATE** 24/12/2025**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
Catering - buffets, etc Food & drink for the Vaccinators and volunteers during COVID vaccinations on Sunday 16th November.	1	116.67	20.0% S	116.67

To be drawn from the S106 monies.

SUBTOTAL	116.67
VAT TOTAL	23.33
TOTAL	140.00
BALANCE DUE	£140.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	23.33	116.67

Payment should be made by BACS to :

Barclays Bank

Account Number: 73516229

Sort Code: 20-73-26

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group



HART'S BOOKS

Hart's Books
26 King Street, Saffron Walden, CB10 1ES
enquiries@hartsbooks.co.uk
tel: 01799 524552

30th October 2025

Melbourn Parish Council

30 High St, Melbourn, Royston SG8 6DZ

INVOICE: MPS301025HB

662998 Reg 2 6:13 pm 30/10/25

S LOOSHKIN THE MADD	1 @	9.99	9.99
S BUNNY VS MONKEY &	1 @	9.99	9.99
S BUNNY VS MONKEY &	1 @	9.99	9.99
S LOOSHKIN DOF RIGH	1 @	9.99	9.99
S DOG MAN 4 DOG MAN	1 @	9.99	9.99
S BUNNY VS MONKEY M	1 @	9.99	9.99
S BUNNY VS MONKEY M	1 @	9.99	9.99
S LOOSHKIN HONK IF	1 @	9.99	9.99
S TALE OF 2 KITTIES	1 @	9.99	9.99
S DOG MAN 5 LORD OF	1 @	9.99	9.99
S CAT KID COMIC CLU	1 @	9.99	9.99
S DIARY OF A WIMPY	1 @	7.99	7.99
S DIARY OF A WIMPY	1 @	7.99	7.99
S DIARY OF A WIMPY	1 @	7.99	7.99

SUBTOTAL

133.86

DISCOUNT - 20%

-26.77

Miscellaneous Discount

DISCOUNTED SUBTOTAL

107.09

0.00

TOTAL

107.09

ACCOUNTS RECEIVABLE PAYMENT

107.09

CUST NAME: MELBOURNE PARISH COUNCIL

Tel: 01799 524 552
Email enquiries@hartsbooks.co.uk

Total: £133.86

20% discount: £26.77

Discounted Total to pay: £107.09

Account name: Travel Buff LTD T/A Hart's Books

Bank: Natwest
Account Number: 26078937
Sort code: 50-30-25

Anthony

20/10

Melbourn Parish Council

No. MEL008

MELBOURN GARAGE

118-120 HIGH STREET
MELBOURN
ROYSTON
SG8 6AL
Tel: 01763 263344 • Fax: 01763 262445

Invoice I080683

Date: 17-10-2025 4:02 PM
Service Advisor: Melbourn Garage
Job: J066697

Vehicle

Registration: BD67NPG
Citroen Berlingo 2017 1.6 Diesel - WHITE

Mileage: 109160
VIN: VF77BBHW6HJ754724

Work performed

Diagnostic Check - Read Fault Codes

Labour	Hrs	Unit Price	VAT %	Net Total
Diagnostic check - Read Fault Codes	1.00	25.00	20.00	25.00
P2448 - Inlet air circuit:airflow greater than maximum.				
Upon road test the vehicle kept cutting out and going into limp mode. Read the fault codes (P2448)	1.00	65.00	20.00	65.00
Investigated air leak, found hose clamp missing from throttle inlet pipe. Dismantle pipe, fit new hose clamp and refit pipe.				
Diagnostic Check - Read Fault Codes SubTotal				£90.00

Diesel Additive Tank Replacement

Labour	Hrs	Unit Price	VAT %	Net Total	
Replace the diesel additive tank with pump, replenish the PAT fluid.	2.00	65.00	20.00	130.00	
Carried out static re-gen. Road Tested					
Parts	Part No	Qty	Unit Price	VAT %	Net Total
PEF Additive Tank with Pump	BENN - IFA-584-0015	1.00	235.10	20.00	235.10
PAT DPF Fluid	MPD - EOLILN	1.00	43.00	20.00	43.00
Diesel Additive Tank Replacement SubTotal					£408.10

Invoice Total

VAT Code	Rate %	Net Total	VAT Total
(1)	20.00	498.10	99.62
Labour 220.00			
Parts 278.10			
VAT 99.62			
Invoice Total			£597.72

SAVE 10% On 3D Computer Alignment

Title to the goods supplied remain with this company until payment for them has been satisfactorily received - E & O E. Terms & Conditions available upon request

From **1 December 2025**, Lucid Systems will introduce a new security product — **Lucid 365 Secure** — designed to strengthen the protection of your Microsoft 365 data, emails, and environment. This will be a **£50 + VAT per month** optional service (you may opt out by **4th November 2025**).

This is a new, dedicated security product we're implementing to all clients to help harden your Microsoft 365 environment.

Below are the key capabilities we'll deliver — and what they mean for **your security and peace of mind**:

What it Does — and Why It Matters

<u>Feature</u>	<u>What It Means for Your Business</u>
Automated Security & Compliance Monitoring	We continuously scan your Microsoft 365 environment for misconfigurations, policy drift, and compliance deviations (e.g., retention policies, DLP, conditional access). Automated checks ensure your settings stay aligned with best practices and regulatory standards, reducing risk before issues become breaches.
Microsoft 365 Configuration Scanning & Remediation	Continuously analyses your tenant against Microsoft best-practice baselines and industry frameworks, automatically recommending or applying fixes to strengthen your security posture.
Policy Compliance Dashboards & Secure Score Improvement	Tracks your Microsoft Secure Score and compliance metrics, providing clear visual dashboards so you can see progress and demonstrate accountability to auditors or insurers.
Future-Ready for CEaaS & Microsoft Copilot	Ensures your Microsoft 365 environment meets the security and compliance standards required to enable CEaaS (Cyber Essentials as a Service) and Copilot safely. <i>(Optional add-on services available separately.)</i>
Policy Backup & Recovery	Your Microsoft 365 security and compliance configurations are backed up regularly. If a policy is accidentally changed or compromised, we can restore it quickly, ensuring continuity and reducing downtime.
User Management Enhancements	We streamline critical account operations such as password resets and MFA resets, helping maintain security without unnecessary delays. Admin-level protections remain enforced for maximum safety.

Why now? Why this matters

- Cyber threats in the UK are rising sharply — “highly significant” incidents have increased by **50 % year-on-year**, according to the National Cyber Security Centre. [Reuters](#)
- Attackers continue to target Microsoft 365 accounts using advanced tactics (e.g. phishing for OAuth tokens). [TechRadar](#)
- Over **25 % of UK businesses** reported cyber-attacks in the past year. [The Guardian](#)
- Even organisations with large resources (e.g. M&S, Co-op) have suffered severe disruption. [The Guardian](#)

In short: this is not a “nice-to-have” — it's a sensible step to reduce business risk, protect your data, and maintain trust.

Opt-out, timing & commitment

- **Start date:** 1 December 2025
- **Monthly cost:** £50 + VAT
- **Minimum term:** 12 months
- **Opt-out deadline:** Please notify us by **4th November 2025** if you prefer **not** to adopt Lucid 365 Secure

Unless you opt out before that date, the service will be added automatically per tenant.

MPC request

As you are aware, as a Parish Council, all spend must be ratified by Council through the agenda and meeting process.

This request will fall outside of the next meeting (Weds – no time to agenda) and needs a decision before the following meeting (26 November).

In order to get this through Council in time could you please send an explanatory email as to why Melbourn Parish Council should take this step and breakdown all the costs that we currently pay to Lucid and the services / products this secures for us.

If you are able to offer an extension to the decision that would also be appreciated.

Lucid response

Thank you for your email — that's absolutely no problem.

To confirm, Melbourn Parish Council's existing Lucid Systems support already provides full day-to-day protection of your devices, network, and Microsoft 365 accounts. This includes remote monitoring, antivirus and backup management, and access to our helpdesk for reactive support. Those services continue unchanged under your current agreement.

Lucid 365 Secure is an **additional** layer designed specifically to protect the Microsoft 365 environment itself — the policies, permissions, and compliance settings that sit within the cloud. It continuously scans for misconfigurations, backs up your Microsoft 365 security policies, and can automatically correct issues before they become vulnerabilities. This is increasingly important with councils and public-sector bodies now facing stronger compliance expectations under the NCSC's Cyber Essentials Plus framework.

In practical terms, it provides:

- **Automated compliance monitoring** across your Microsoft 365 environment
- **Tenant-level policy backup and recovery**, so settings can be restored instantly if compromised
- **Secure Score reporting** to demonstrate compliance to auditors or insurers
- **Continuous remediation**, reducing administrative workload and risk

Cost summary:

Your current monthly spend with Lucid covers:

- IT Support – £74 + VAT
- Microsoft 365 Backup – £15 + VAT
- Managed Antivirus – £20 + VAT
- Microsoft 365 Business Premium - £51.50 + VAT

The new Lucid 365 Secure service would be **£50 + VAT per month per tenant** (optional, 12-month term).

Proposed monthly costs going forward: **£210.50 +VAT**

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	
10/11/2025	1592496 LL	ADE001	Adexa direct limited - cupboard for Mac	356.16	71.23	427.39	Lloyds
				356.16	71.23	427.39	
22/10/2025	IEN2025057199980	ADO01	Adobe Systems Incorporated	16.64	3.33	19.97	Lloyds
				16.64	3.33	19.97	
27/10/2025	BP1788	BRE001	Bremner Partnership LLP - Asset Valuations	850.00	170.00	1,020.00	
				850.00	170.00	1,020.00	
15/10/2025	12704546	BRI001	British Gas	434.08	21.70	455.78	DD
16/10/2025	14931609			- 466.77	- 23.34	- 490.11	DD
23/10/2025	12779623			28.82	1.44	30.26	DD
23/10/2025	12780327			27.90	1.40	29.30	DD
23/10/2025	15034756			- 16.24	- 0.81	- 17.05	DD
23/10/2025	15035962			- 29.49	- 1.47	- 30.96	DD
03/11/2025	12883136			119.16	5.96	125.12	DD
03/11/2025	15166971			- 134.25	- 6.71	- 140.96	DD
16/11/2025	13008575			100.45	5.02	105.47	DD
25/11/2025	13093689			15.97	0.80	16.77	DD
25/11/2025	13093708			27.34	1.37	28.71	DD
				106.97	5.36	112.33	
04/11/2025	11125	DAV001	David William Pettifer - Litterpicking	73.26	-	73.26	
				73.26	-	73.26	
06/11/2025	061379911324 LL	EBAY	Ebay - Hose for wardens	11.66	2.33	13.99	Lloyds
				11.66	2.33	13.99	
27/10/2025	246106	FLI001	Flint Cross Service Station - Equipment fuel	6.18	1.24	7.42	Lloyds
27/10/2025	M60286164		Van Fuel	30.01	-	30.01	Lloyds
				36.19	1.24	37.43	
17/11/2025	469507	FRA001	Frank P Matthews Ltd - Trees for Stockbridge	218.50	9.10	227.60	Lloyds
				218.50	9.10	227.60	
24/10/2025	SI4103	HAC007	Herts and Cambs- Topsoil for Rec and old rec	290.00	58.00	348.00	
31/10/2025	SI4127		Village Maintenance Contract	2,864.66	572.93	3,437.59	
				3,154.66	630.93	3,785.59	
30/10/2025	MPS301025HB	HAR01	Hart's Books - Library Books	107.09	-	107.09	
				107.09	-	107.09	
20/11/2025	283356	HEW001	HCR - Legal Fees for planning advice meeting	200.00	40.00	240.00	
				200.00	40.00	240.00	
12/11/2025	2.03052E+11	ION001	IONOS Cloud Ltd	29.47	5.89	35.36	Lloyds
				29.47	5.89	35.36	
25/10/2025	429	JTL009	Jason Trueman - Cleaner	122.50	-	122.50	
				122.50	-	122.50	
24/11/2025	1551730	KIN001	Kingfisher Direct Limited - New bins	427.43	85.49	512.92	
				427.43	85.49	512.92	
01/11/2025	38104	LUC001	Lucid Systems Ltd - IT Support	160.50	32.10	192.60	
				160.50	32.10	192.60	
31/10/2025	MGS18368	MAJ001	Majestic Garden Services Ltd - Cut of Wildflower areas - Hopkins	1,200.00	240.00	1,440.00	
				1,200.00	240.00	1,440.00	
09/10/2025	549244286	MAR002	MarkHayman Insurance Services Ltd - Grinnell Hill Insurance	2,279.00	-	2,279.00	
				2,279.00	-	2,279.00	
13/11/2025	11125	MAT001	Matt De Oliveira	137.00	-	137.00	
				137.00	-	137.00	
09/11/2025	MCH0937	MCH004	Melbourn Community Hub Management Group - meeting	4.92	0.98	5.90	
24/11/2025	1776		Catering for Covid vaccinators PCN	116.67	23.33	140.00	
				121.59	24.31	145.90	
31/10/2025	9642	MEL001	Melbourn Garage- Equipment fuel	9.39	-	9.39	Lloyds

				9.39	-	9.39	
29/10/2025	2649228002	MEL003	Melbourn Stores - Batteries	3.74	0.75	4.49	Lloyds
				3.74	0.75	4.49	
12/11/2025	22466	MER01	Merlin Mica	8.52	1.70	10.22	
				8.52	1.70	10.22	
03/11/2025	314	MWY011	Mark Wyer- Litterpicker	134.31	-	134.31	
				134.31	-	134.31	
24/11/2025	3179498	NOR001	Norbury's Building & Landscape Supplies - Trees for Stockbridge	65.55	13.11	78.66	
				65.55	13.11	78.66	
29/10/2025	BANCS660081133	NOW003	Now Pensions - Scheme fee	36.00	7.20	43.20	DD
				36.00	7.20	43.20	
31/10/2025	7198	PHI001	Phillimores Garden Centre - Chicken Wire Gabians Moor	37.97	-	37.97	
				37.97	-	37.97	
26/09/2025	33188	RIA001	Rialtas Business Solutions Ltd - Training	300.00	60.00	360.00	
				300.00	60.00	360.00	
19/11/2025	GB01312702	SAG001	Sage Global Services Ltd - Payroll Software	17.00	3.40	20.40	Lloyds
				17.00	3.40	20.40	
03/11/2025	A23585320606	SCR01	SCREWFIX - Fuel can	7.48	1.50	8.98	Lloyds
				7.48	1.50	8.98	
28/10/2025	250052	TCB005	The Connections Bus Project	2,436.00	-	2,436.00	
				2,436.00	-	2,436.00	
18/11/2025	985894629050	THR001	Three Business Services	21.82	4.36	26.18	DD
				21.82	4.36	26.18	
01/11/2025	13262444113	TOM001	Tomato Energy - Street Lighting	42.01	2.10	44.11	DD
				42.01	2.10	44.11	
11/11/2025	YDU228171913 LL	TOO001	toolstation - Warden Supplies	10.59	2.12	12.71	Lloyds
				10.59	2.12	12.71	
23/10/2025	251750 1	VAL001	Valda Energy - Streetlighting	73.96	3.64	77.60	DD
23/10/2025	1549548		Streetlighting	1.06	0.05	1.11	DD
24/11/2025	251750		Streetlighting	4.30	0.22	4.52	DD
24/11/2025	1596554		Streetlighting	76.69	3.83	80.52	DD
				156.01	7.74	163.75	
			Confidential Items	11,292.14		11,292.14	
				24,170.51	1,421.96	25,592.47	

Abi Williams

From: Graham Clark <cllr.clark@cllr.melbournparishcouncil.gov.uk>
Sent: 04 November 2025 18:34
To: Abi Williams
Subject: Re: Arnold Baker - 14th edition - Local Council Administration

Abi, if you feel this would be useful to the office team please go ahead.

Note at the next meeting.

Regds Graham

On 04/11/2025 11:23 GMT Abi Williams <parishclerk@melbournparishcouncil.gov.uk> wrote:

Good morning Graham

Would you be amenable to the office purchasing the newest edition of Arnold Bakers Local Council Administration at a cost of £144 plus £5.40 shipping (£149.40).

<https://www.slcc.co.uk/product/1137/>

Happy to bring it to Council if you would prefer but thought we could proceed under delegated authority and then note at next full council.

Let me know what you think.

Many thanks

Abi

Abi Williams | Parish Clerk

SLCC Enterprises
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

Invoice

Invoice No	ORD510227-1
Invoice Date	05/11/2025
Reference	AW051125

Melbourn Parish Council
Melbourn Community Hub, 30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	14th Edition Local Council Administration	£-144.00	£144.00	0.00	£0.00
1	Delivery (Standard)	£4.50	£4.50	20.00	£0.90

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	£148.50
Total Tax Amount	£0.90
Invoice Total	£149.40

Payment Due: 05/12/2025

REMITTANCE

Detach and return with payment

Invoice Number:	ORD510227-1
Client:	Melbourn Parish Council
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: ORD510227-1

MELBOURN PARISH COUNCIL
COMMITTEES & WORKING PARTIES MEMBERSHIP (November 2025)

Full Council and Committees	Working Party / Panels
<p>Full Council (13 members) Cllr Gloria Alexander Cllr Bec Barnes Cllr Audrey Campbell Cllr Graham Clark (Chair) Cllr Jason Coulman Cllr Ian Cowley (Vice Chair) Cllr Tina Davey Cllr Sally Ann Hart Cllr Muhilan Kanagarathnam Cllr Steve Kilmurray Cllr Andrew Kyprianou Cllr Pierre Redelinghuys Cllr Richard Wilson</p> <p>Vacancies x 2</p>	<p>HR Panel (max 5) Cllr Alexander (Vice Chair) Cllr Barnes Cllr Clark Cllr Davey Cllr Hart (Chair)</p> <p>Vacancies x 0</p>
<p>Finance and Good Governance (max 7) Cllr Alexander Cllr Campbell Cllr Clark Cllr Hart Cllr Kanagarathnam (Chair) Cllr Pierre Redelinghuys (Vice Chair)</p> <p>Vacancies x 1</p>	<p>Melbourn Futures Working Party (min 3) Cllr Barnes Cllr Campbell Cllr Clark (Chair) Cllr Davey District Cllr Hart District Cllr Hales</p> <p>MPC vacancies x 0 <i>Members of the public on a project by project basis</i></p>
<p>Maintenance Committee (max 6) Cllr Alexander Cllr Barnes (Vice Chair) Cllr Clark Cllr Davey Cllr Kilmurray Cllr Kyprianou (Chair) Maureen and Les Brierley Christopher Selway Keith Rudge Steve Pitman</p> <p>Vacancies x 0</p>	
<p>Planning Committee (max 8) Cllr Alexander Cllr Barnes Cllr Clark Cllr Hart Cllr Kilmurray (Chair) Cllr Kyprianou Cllr Pierre Redelinghuys Cllr Wilson (Vice Chair)</p> <p>Vacancies x 0</p>	
<p>MAYD Joint Committee (max 3) Cllr Barnes Cllr Davey District Cllr Hart Plus representatives from: - Meldreth Parish Council - Shepreth Parish Council</p> <p>MPC vacancies x 1</p>	

MELBOURN PARISH COUNCIL

FG024 2526) Finance and Good Governance Committee: 4 November 2025

Burial Fees – increased November 2024

	Melbourn	Sawston	North Herts (closed)	Harston	Bassingbourn	Gt Shelford
Purchase of plot- EROB	£400	£220	£1,370 (£1,333)	£280 (£250) £460 (double)	£450 (£315)	£280 £460(double)
Burial fee	£135	£220	£938 (£1,344) £1,382 (double) £1,972 (triple)	£230 (£95)	£200 (£104)	£230
Cremated remains plot	£165	£150	£456 (£444)	£130 (£85)	£180 (£80) (garden of remembrance)	£130 £210 (double)
Interment of ashes	£75	£100	£329 (£320)	£130 (£50)	£200 (£104)	£130
Additional interments	£75	£100-220	£197	-	£180 (£80)	-
Memorial	£100	£100	£79 - £1,028 (£500)	£145 - £250 (£50-85)	£90 Chapel Wall Plaque Headstone permission included in plot fee	£220 -250
Fee adjustment for non-residents	Eight times fees (Clerks discretion)	Ten times fees	Quadruple fees	Double fees	Not accepted	Double fees

Notes:

Increase in 2024 has not deterred purchase – some non-residents with connections to the village have been afforded reduced fees under Clerks discretion.

TERMS of REFERENCE: Parish Maintenance Committee

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Maintenance Committee

SCOPE: ~~With the exception noted below, t~~This document covers all those activities related to the planning and execution of **maintenance**, with respect to assets owned by, and external landscapes encompassed within, the responsibility of Melbourn Parish Council. ~~Maintenance activities related to the Community Hub are not within the scope of the Maintenance Committee.~~

DEFINITIONS: **Parish Council Maintenance Committee** – ‘Committee’
Melbourn Parish Council – ‘the Council’
Melbourn Parish Councillors – ‘Councillors’
Clerk to Melbourn Parish Council – ‘the Clerk’
Planned Maintenance – work done in accordance with a planned timeline / budget
Unplanned Maintenance – work done in response to unforeseen events

1. Membership & Controls

- 1.1 The Committee will consist of a minimum of three and a maximum of six Councillors and up to five members of the public, this latter group to include service providers/contractors to the council, should they wish to serve.
- 1.2 Non-Councillor members will not have voting rights.
- 1.3 The Clerk will advertise as needed for members of the public to join the Committee.
- 1.4 The Committee will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the Committee will elect any member to act as chair for that meeting.
- 1.5 The Committee will need a minimum of three Councillor members in attendance in order to be deemed quorate.
- 1.6 The Committee may invite non-members to attend meetings.

- 1.7 The Council may dissolve the Committee in favour of an alternative organisational structure ~~following an assessment of effectiveness at the Annual Parish Council Meeting.~~
- 1.9 The Committee will have delegated authority to incur expenditure which has been approved by Full Council in the annual estimates, except where expenditure would exceed budget.
- 1.10 The Committee can only incur expenditure in certain cost codes, which will be delegated by Full Council, and minuted by the Maintenance Committee meeting.

2. Reporting

- 2.1 Meetings will be recorded and will be public.
- 2.2 Minutes will be available monthly to Council. A draft of the minutes will be published on the Parish Council website.
- 2.3 An annual summary report shall be given covering the previous year's activities to the Annual Parish Council Meeting.

3. Terms of reference

- 3.1 To engage the public and encourage them to become involved in the reporting of maintenance needs and providing practical assistance through structured volunteering.
- 3.2 To oversee and manage planned and unplanned maintenance covering the following categories: -
 - The Growing Natural Environment that is in the responsibility of the Council (cemeteries, open spaces, playing fields, verges and hedges etc.)
 - Constructions and assets in the open environment (Play Areas and Play Equipment, Fences, Footpaths Benches, Signage etc.)
 - General litter management and village appearance
 - Allotments
 - Drains and drainage
 - Highways
 - Parish Council owned buildings ~~with the exception of Melbourn Community Hub~~
 -

Formatted: Indent: Hanging: 0.63 cm, Right: 0.21 cm,
Space After: 0.25 pt, Line spacing: Multiple 1.04 li,
Bulleted + Level: 1 + Aligned at: 3.27 cm + Indent at:
3.27 cm

3.3 To develop and maintain a schedule of maintenance tasks that allow proper forward assessment of the financial and other resources required by the Council to properly deliver services. This will require the Committee to ~~do~~:

- Confirm the Assets requiring maintenance or eventual replacement
- Agree the frequency of inspection/assessment of condition
- List the routine maintenance tasks, taking account of seasonal influences and judging where efficiency gains can be made
- Create a master maintenance schedule
- Assist with the costing and forward budgeting of the maintenance tasks identified
- Recommend the provision of material or people resources required to match planned maintenance

3.4 To assist with the management of maintenance resources, through actively contributing to ~~the~~:

- Assistance with contract setting and advice on management of on-going contract work
- Assistance with recruitment, training and use of volunteers
- Assisting the Clerk with allocation and scheduling of work done by the Village Wardens
- Budgeting and Precept-setting for planned and unplanned maintenance

3.5 To develop new projects and activities that benefit the wider village environment, such as: -

- Tree, shrub and flower planting schemes
- Cemeteries forward planning
- Provision of better infrastructure (signage/seating/footpaths/disability access/drop kerbs etc.)
- Good management of and improvements to public open spaces
- Development of play and other facilities for young people.

And bring these to the Council for consideration and approval.

3.6 To assist the Council compliance with guidelines and regulations, including: -

- Advise on Health and Safety issues, for example when new equipment or activities are involved, including any resulting employee training
- Recommendations affecting Council public liability and other insurance
- Cemetery and burial rules and regulations
- Compliance with safety and maintenance regulations as these apply to Play areas and Play equipment
- Planning

MELBOURN PARISH COUNCIL

Doc. No.: 6.06

Version: 67

Date: ~~19 May 2025~~ 26 November 2025

Review date: ~~May 2026~~ May 2026

- Compliance with specific agreements on the management of Council assets, such as Orchard Road and New Road Cemeteries and Stockbridge Meadows Nature Reserve
- Assist with the development and setting of a general contract framework



Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~19 May 2025~~ 26 November 2025

Review Policy: Every 12 months at the Annual Parish Council Meeting

From: [REDACTED]
To: [Abi Williams; Assistant Clerk](#)
Subject: Website contact: Emergency services
Date: 18 November 2025 10:12:56

From: [REDACTED]
Subject: Emergency services

Message Body:
Good morning,

Having lived on the Moor for over seven years, I've become somewhat accustomed to the horrendous parking as you turn into the street and the awful decisions to push through traffic made by the parents dropping off at MVC. Many a time, I have sat there, just trying to reach my home, contemplating how dangerous it is for the school children to cross the road safely, especially as many of the year 7's aren't taller than the cars yet.

This morning though it was beyond dangerous, at 08:25 I witnessed two fire engines trying to navigate down the Moor to the care home. It took five minutes for cars (and the coach that eventually pulled up on to the pavement) to make enough room for the emergency services.

Something needs to change with regard to implementing parking restrictions to ensure this street is safe and emergency services can access the homes of residents should it be needed.

I sincerely hope everyone was ok this morning and whatever the emergency was, the delay didn't impact life.

I implore you to consider discussing this at your next meeting and consider extending the double lines so this road can be navigated safely.

Kind regards,

[REDACTED]

--

This e-mail was sent from a contact form on Melbourn Parish Council (<http://melbournparishcouncil.gov.uk>)



Herts & Cambs Ground Maintenance Ltd

Landscape Maintenance Solutions

Abbie Williams
Melbourn Parish Council
Melbourn Hub
High St
Melbourn
Royston
Herts

7th November 2025

Dear Abbie

As discussed we are quoting to cut back hard the very badly overgrown hedge at the top of Water Lane, as I sat there you can see people in larger vehicles actually coming out onto the other side to avoid the overhang. Its quite a job, most of it can be done with machinery but some will need hand work also.

There would be no need for any traffic control other than putting out some signs/cones to carry out the works.

We would clear all debris up afterwards leaving the area clean & tidy.

£680.00 x Vat

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



www.hcgmltd.co.uk



CHRISTMAS TREE RECYCLING

Drop off point:

3 & 4 January 2026 only

With our grateful thanks to

Herts & Cambs Ground Maintenance for their continued support



MELBOURN PARISH COUNCIL

CHRISTMAS TREE RECYCLING

Who : Melbourn residents

Where : Melbourn Village Car Park, High Street

Drop off dates : 3 & 4 January 2026 only

Please ONLY take your tree to the car park on the dates above.

There will be a clearly marked designated drop off area.

With our grateful thanks to

Herts & Cambs Ground Maintenance for their continued support



MELBOURN PARISH COUNCIL

Online meeting: Thursday 20 November 2025, 10am

Attendees: Clerk, Cllr Clark, Cllr Kilmurray and Mandy Taylor from HCR Legal LLP

Meeting to discuss process for acquiring public space, current position of ongoing land transfers, possible engagement for new transfer and request to review lease of Community Hub.

Meeting notes

Considerations and process for acquiring public open space

- Is the transfer of public open space land pursuant to a S106 Agreement?
- If so, the S106 Agreement will detail the terms and procedures for the transfer of the public open space including details of the commuted sum.
- The S106 Agreement may confirm that the developer is to pay the Parish Council's legal fees but if this is not the case, or the transfer of land is not subject to a S106 Agreement, I would recommend that the Parish Council considers asking the developer to pay its legal fees.
- If the Parish Council is acquiring land which is not pursuant to a S106 Agreement, consider whether a commuted sum is required for maintenance purposes.
- I would not expect the Parish Council to pay any consideration to receive public open space.
- Although not a legal requirement, consider requisitioning conveyancing searches as the results may reveal issues that could affect your use or occupation of the property or potential liabilities.
- Once the Parish Council is the landowner it would be bound by any matters of title. I would therefore carry out a title review and report to you.
- Any commuted sum would be payable on completion.
- Following completion of the transfer I would attend to registration of your acquisition at Land Registry.

Open Space at Greengage Rise

- There has been a high turnover of staff at XXX and I am currently awaiting confirmation of who is dealing with this matter together with replies to enquiries.

Amenity areas at Orchard Gardens

- The only outstanding point is the certificate from South Cambridgeshire District Council confirming the requirements for maintenance of the amenity land under the S106 Agreement have been complied with.
- The certificate is to be issued following a 12 month maintenance period which you advised ends in February 2026 (*confirmed post meeting as 26 February 2026*).

Leap & Lap

- You advised that the Parish Council agreed to take over the Leap and Lap and a commuted sum has been agreed. (*Sum has not yet been agreed – working with s106 officer to confirm*)
- The parties are in discussions regarding a significant area of incidental land to also be transferred but the developer is not offering a commuted sum. I would recommend that I review the S106 Agreement for any terms regarding the transfer of the land.

Lease of Melbourn Community Hub

- You have provided me with a copy of the lease dated 20 December 2013 between Melbourn Parish Council and Melbourn Community Hub Management Group and would like a report on the terms of the lease and obligations of each party.

Abi Williams

From: [REDACTED]@melbournhub.co.uk>
Sent: 29 October 2025 11:37
To: Abi Williams
Cc: [REDACTED]
Subject: Hub window signage

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Abi,

Hope you are well.

The Cambridge Building Society has requested that the Hub management group display a window sticker sign in the Hub's foyer window advertising their opening times. We would intend to display this alongside the Citizens advice sticker sign that is already situ. As per the requirements of the lease (7.1) we approach for your consent please, as the sign will be both permanent and visible from the outside of the premises.

Kind Regards

[REDACTED]
Melbourn Hub Management Group





**THE
CAMBRIDGE**
Building Society

You're almost there!

We're just upstairs at the
end of the corridor.

Our opening times are:

Monday:

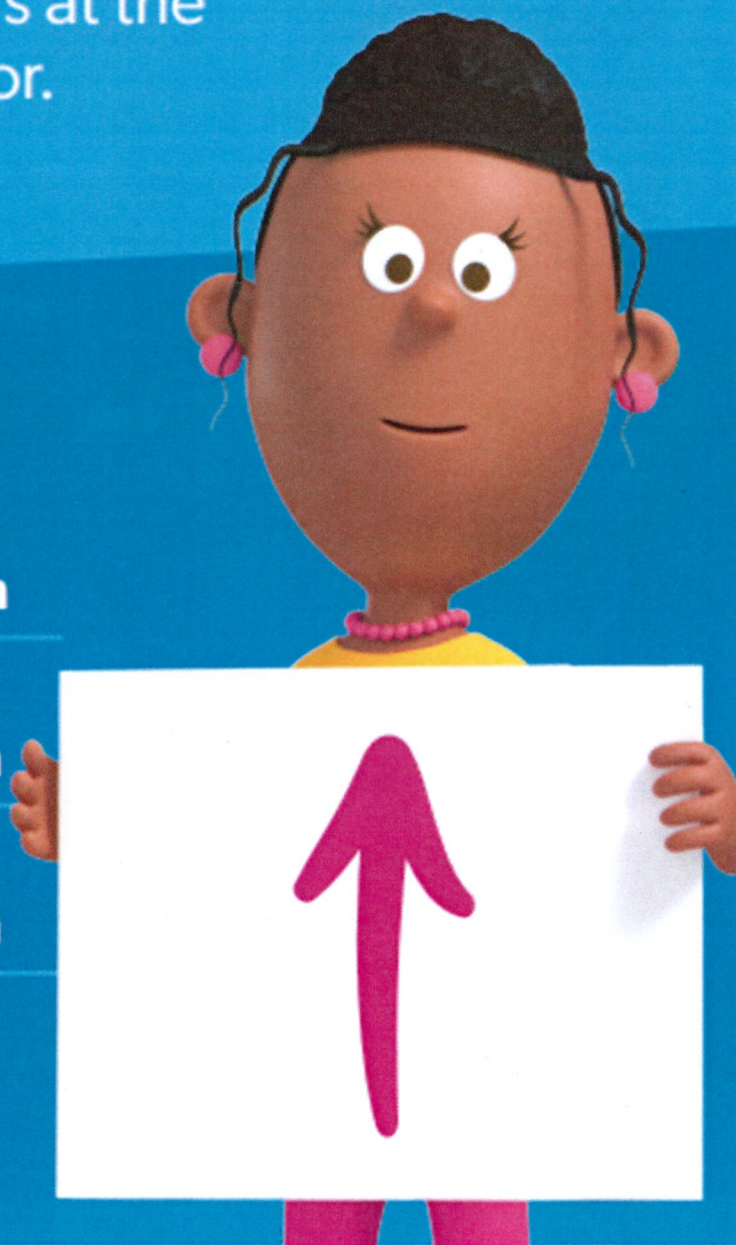
12.00pm – 3.00pm

Tuesday:

9.00am – 12.00pm

Thursday:

9.00am – 12.00pm



Abi Williams

From: @hcrlaw.com
Sent: 20 November 2025 11:10
To: Abi Williams
Subject: Xxxx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Abi,

Lease of Melbourn Community Hub

- You have provided me with a copy of the lease dated 20 December 2013 between Melbourn Parish Council and Melbourn Community Hub Management Group and would like a report on the terms of the lease and obligations of each party.
- I have reviewed our email correspondence and note that I estimated **£750** to review the Lease and any supplemental documents. You confirmed at our meeting that there are no supplemental documents so please advise if you would like me to proceed.

**‘Lest we forget’, fabulous Postbox
toppers by Sylvia Bridger**



**Chair Based Yoga and Coffee
Morning**



Melbourn Community & Timebank Report: November '25

November activities

1	Chair based Yoga at Coffee morning on 6 th - 12 attendees
1 2	CS4D Singalong at Meldreth Village Hall – 7th MPS Fireworks volunteers
1	Vaccination clinic at Cozy Corner 10 th - 11 attendees
1	Memory Café (Community Support for Dementia) 15th at Meldreth Village Hall – 75 attendees
1 1	Slow Cooker session at Cozy Corner – 6 cookers distributed Games Night 17th - 8 attendees
1	MACS Christmas stall at the Hub – 19 th raised £300
	Digital Champion exchanges
4	🧘 Yoga sessions at Elin Way
8/9	MACS Cozy Corner/Food Bank sessions
	Acre Village Agent visits to Cozy Corner
	New referral to Social prescriber

Weekly activities

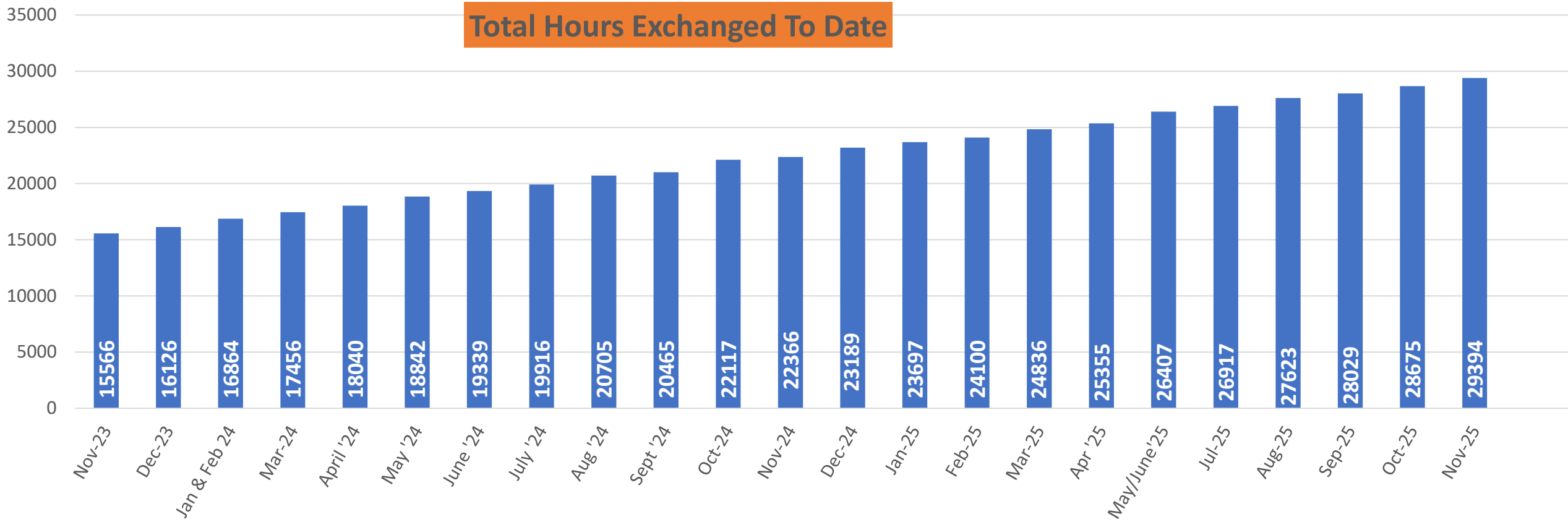
Mondays	Food Bank 9.30-11.30 at The Pavilion & Lunch at 12.00 and Cozy Corner 12-3 with Craft group at Vicarage Close
Wednesdays	Wellbeing Walk 10.30 🚶 Yoga at 17.00 🧘
Thursdays	Coffee Morning 10-12 at Vicarage Close and Food Bank 9.30-11.30 at the Pavilion and then Cozy Corner 12-3 at Vicarage Close

Membership growth data: to 24/11/25

	October	November	Conversion	Pipeline
Individual Members	169	174	4	4
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1650	545	1100



AOB/Forthcoming events

Bingo sessions at Cozy Corner - 20th November and 15th December

NEW Venue, (The Pavilion) and opening hours for Food Bank as from Monday 3rd November (Monday and Thursdays, 9.30-11.30)

Daytime Disco 7th December at Vicarage Close

Christmas afternoon tea at Cozy Corner 15th with Bingo

December 17th Christmas lunch at The Hub



Cambridgeshire Community Hubs Network

Activity reporting form for November 2025

Your details

Community Hub name:	Melbourn Cozy Corner
Your name:	Stephanie Trayhurn
Date this form is being submitted:	26 th November '25

About your Hub's activities

What activities have you (or other individuals/organisations) provided at your Hub?
Vaccination Venue Kurling Board Games Craft group and sales Slow Cooker demonstration Bingo

Do you plan to close your Hub over the Christmas / New Year period at all? If so, please give details below so we can update our website accordingly.
We will be Closed in December on Monday 22nd Thursday 25th Monday 29th Thursday 1st Reopen Monday 5th January 2026

Your Hub's operating dates and times during November 2025

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Monday 3 rd Lunch (17)	12.00	3.00	15	5
Thursday 6 th	12.00	3.00	16	5



Cambridgeshire Community Hubs Network

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Monday 10 th (Vaccinations)	12.00	3.00	15	6
Thursday 13th	12.00	3.00	12	7
Monday 17 th Lunch (18)	12.00	3.00	18	7
Thursday 20th	12.00	3.00	15	6
Monday 24 th Lunch (15)	12.00	3.00	16	6

Submitting your form

Please email your completed form to Alison Brown, Head of Business Services via alison.brown@cambsacre.org.uk.

**MPS Harvest Festival donations via
URC (TOP)
Baptist Church Harvest Festival
donations (Bottom)**



**Digital champion
receives laptop from
Angela, Acre**



Kurling at Cozy Corner



Melbourn Community & Timebank Report: October '25

October activities

1	Games night 13 th – 6 attendees
1	Digital Champion interaction
1	CS4D Singalong – at Meldreth Village Hall 10 th
1	Kurling Taster at Cozy Corner 16th - 25 attendees
1	Memory Café (Community Support for Dementia) 18 th at Meldreth Village Hall - 50 Attendees
2	Visits to Cozy Corner by ACRE Village Agents
3	Acre Village Agent visits to Cozy Corner
4	🧘 Yoga sessions at Elin Way
8/9	MACS Cozy Corner/Food Bank sessions
1	All Saints Harvest Festival donations
1	URC/MPS Harvest festival donations
1	Baptist Church Harvest Festival donations
1	New referral to Social prescriber

Weekly activities

Mondays	Food Bank 12-2 & Cozy Corner 12-3 with Craft group
Wednesdays	Wellbeing Walk 10.30 🚶 Yoga at 17.00 🧘
Thursdays	Coffee Morning 10-12 at the Dolphin and Food Bank 10-12 at Vicarage Close then Cozy Corner 12-3 with Lunch 12-1

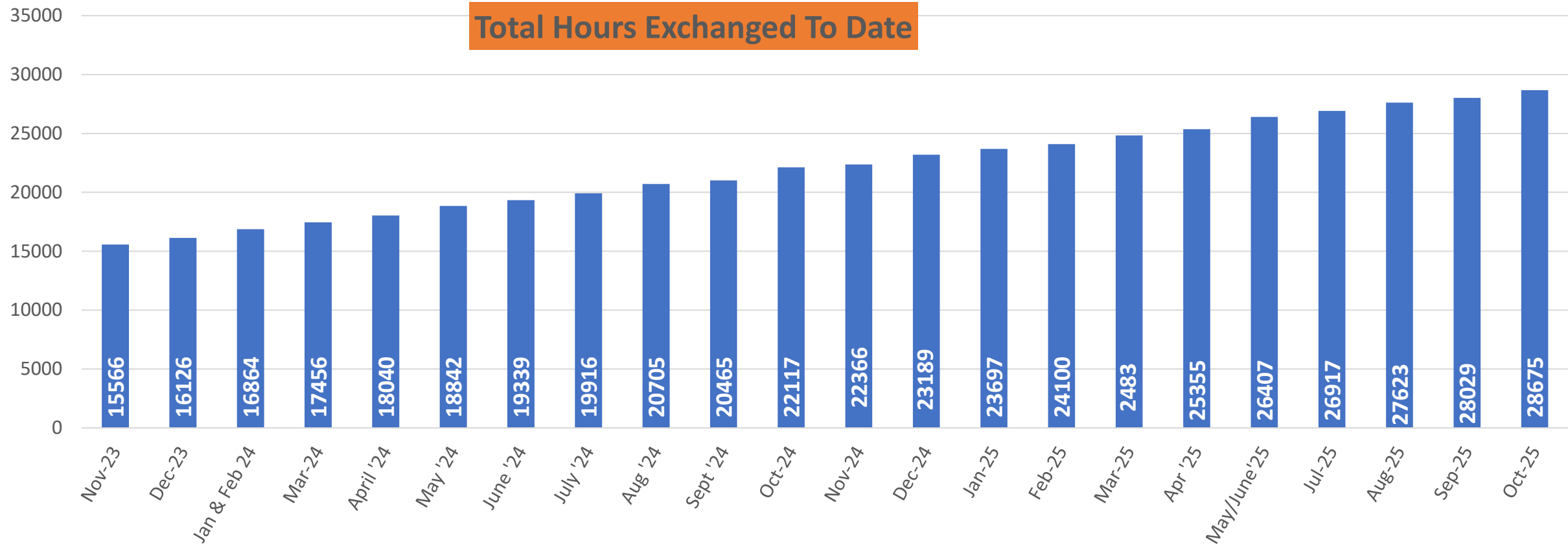
Membership growth data: to 31/10/25

	September	October	Conversion	Pipeline
Individual Members	169	169	2	4
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1650	545	1.100

Total Hours Exchanged To Date



AOB/Forthcoming events

Bingo sessions at Cozy Corner - 30th October, 20th November and 18th December

NEW Venue, (The Pavilion) and opening hours for Food Bank as from Monday 3rd November (Monday and Thursdays, 9.30-11.30)

Vaccination Clinic at Cozy Corner Monday 10th November

Daytime Disco 7th December at Vicarage Close

December 17th Christmas lunch at The Hub

MACS Christmas Craft stall at the Hub Wednesday 19th November

ACRE September attached for information



Cambridgeshire Community Hubs Network

Activity reporting form for October 2025

Your details

Community Hub name:	Melbourn Cozy Corner
Your name:	Stephanie Trayhurn
Date this form is being submitted:	31 st October 2025

About your Hub's activities

What activities have you (or other individuals/organisations) provided at your Hub?
Indoor bowls, Board games, Craft Group, Kurling Taster with Ben Truett, SCDC Bingo Social Prescriber visit PCSO visit

Your Hub's operating dates and times during October 2025

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Thurs 2 nd (21)	12.00	15.00	21	6
Mon 6th	12.00	15.00	13	5
Thurs 9 th (19)	12.00	15.00	17	5
Mon 13 th	12.00	15.00	13	5
Thurs 16 th (18)	12.00	15.00	17	7
Mon 20th	12.00	15.00	15	5
Mon 27th	12.00	15.00	11	7



Cambridgeshire Community Hubs Network

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Thurs 30th	12.00	15.00	18	5

1

Submitting your form

Please email your completed form to Alison Brown, Head of Business Services via alison.brown@cambsacre.org.uk.

PC128 2526b) Timebank phone replacement

The Timebank phone looks as if it is about to make it's last call and needs replacing.

The Timebank Coordinator uses this phone as the primary method of contact for the Timebank, Cozy Corner, the Food Bank and more.

The current data package costs £6.36 per month for 5GB data from Three.

Package deals for phone and data through Three are quite expensive and are restricted to certain models. It may be better to consider remaining on the current plan with Three and purchasing a device.

Possible device only



Apple iPhone 12, 64GB, Black (Renewed)

Visit the Amazon Renewed Store

4.0 ★★★★★ (12,645)

18+ bought in past month

£194.00

Or Spread the cost at 0% APR. Subject to financial status & eligibility. Credit broker: Amazon EU S.a.r.l. Lender: Barclays. Select plan

Get a £40 Amazon Gift Card if approved for The Amazon Barclaycard. Apply now. Representative 28.9% APR variable. Credit broker: Amazon EU S.A.R.L. Lender: Barclays. 18G apply.

Size Name: 64GB

64GB 128GB 256GB

Colour: Black

Size	Price
64GB	£204.99
128GB	£194.00
256GB	£194.00
64GB	£208.99
128GB	£194.95

Brand: Apple

Operating system: iOS


RAM memory installed size: 4 GB

CPU model: A Series A13

CPU speed: 3.1 GHz

Apple iPhone 12, 64GB, Black (Renewed) : Amazon.co.uk: Electronics & Photo

Amazon Exclusive



Samsung Galaxy A36 5G Smartphone, Awesome Intelligence, 8GB RAM, 256GB Storage, 50MP Camera, Awesome Black, 3 Year Samsung Extended Warranty (UK Version)

4.3 ★★★★★ (116)

500+ bought in past month

£249.98 RRP: £399.00

Or £50.00/month for 5 months (no fees or interest)

Experience 60 days of Audible free

FREE delivery **Mon 24 Nov**

Energy efficiency ▼

Add to basket

More buying choices

£242.48 (2+ used & new offers)

Product Sheet

Operating System	Display Size	Capacity	Optical sensor resolution
Android 15	6.7 inches	256 GB	-

Amazon Exclusive



Samsung Galaxy A36 5G Smartphone, Awesome Intelligence, 8GB RAM, 256GB Storage, 50MP Camera, Awesome Lime, 3 Year Samsung Extended Warranty (UK Version)

4.3 ★★★★★ (116)

100+ bought in past month

£249.98 RRP: £399.00

Or £50.00/month for 5 months (no fees or interest)

Experience 60 days of Audible free

FREE delivery **Mon 24 Nov**

Energy efficiency ▼

Add to basket

Product Sheet

Operating System	Display Size	Capacity	Optical sensor resolution
Android 15	6.7 inches	256 GB	-

Amazon.co.uk: Sim-free & Unlocked Mobile Phones - 46655 / £200 - £300 / New: Electronics & Photo

Proposal

It is proposed to provide a budget of **up to £300** for the replacement of the Timebank mobile phone, make and model to be decided by Timebank and office for best value / suitability. Funds to be taken from IT budget line (Available spend to date £2,087, current spend to date at 25.5% (£715)).



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
☎ 01763 263303, ext 3
🌐 melbournparishcouncil.gov.uk

MELBOURN PARISH COUNCIL – MAYD JOINT COMMITTEE

(District of South Cambridgeshire)

A meeting of the MAYD Joint Committee was held on Thursday 20 November 2025 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Present: Cllrs Barnes, Davey, Garner (Meldreth Parish Council), Pankhurst (Shepreth Parish Council), Kyprianou

Absent:

In attendance: Abi Williams (Clerk), Shelley Coulman (Mix Music), Cllr Coulman (Mix Music), District Cllr Hart (South Cambridgeshire District Council), County Cllr Bostanci

MINUTES: MAYD JOINT COMMITTEE

Meeting started 19:30

In accordance with Melbourn Parish Council Standing Orders (3p) due to the Chair and Vice Chair not attending the meeting it was proposed that District Cllr Hart chair the meeting.

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

Opening remarks from District Cllr Hart to pass thanks to previous Chair Cllr John Travis – acknowledging the work undertaken for MAYD and the wider Parish Council to date.

It was noted that this meeting is held to re-ignite the joint committee, a follow up meeting would be held in the New Year to progress issues.

MAYD01/2526 To receive nominations and elect the Chair of the MAYD Joint Committee

Item deferred to next meeting. District Cllr Hart to chair this meeting.

Shelley Coulman and Jason Coulman of Mix Music joined the meeting 19:33

MAYD02/2526 To receive nominations and elect the Vice Chair of the MAYD Joint Committee

Nominations were received for Cllr Garner to be elected Vice Chair of the MAYD Joint Committee. No other nominations were received.

It was RESOLVED to elect Cllr Garner as Vice Chair of the MAYD Joint Committee.

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

County Cllr Bostanci joined the meeting 19:35

MAYD03/2526 To receive any apologies for absence

None received.

MAYD04/2526 To receive any declarations of pecuniary or non-pecuniary interests and reasons from members of the Joint Committee on any item on the agenda.

None received.

It is noted that Cllr Coulman joined the meeting on behalf of Mix Music and held no voting rights.

MAYD05/2526 To consider approving the Minutes of the Meeting held on 30 January 2025

It was RESOLVED to approve the minutes of the meeting held on 22 May 2024 as accurate record.

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

MAYD06/2526 Report on actions from the Meeting held on 30 January 2025

A verbal and written report was received.

It was noted that Foxton Parish Council would not be part of the MAYD Joint Committee for 2025 and would review involvement annually. Consideration should be taken to invite other parishes to join the committee as it is shown from the Connections Bus figures that other areas are making use of the facilities provided in Melbourn.

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

The Clerk reported on a visit to Littleport Town Council to tour a youth facility and learn more about the Youth Coordinator role in the town. It was noted that although the social and demographic factors differ between the two locations, the meeting offered useful insight into how youth provision can be managed.

Previous discussion of the expansion of the Pavilion has been reignited by Full Council and will likely progress through another committee with input from Full Council, MAYD Committee and Futures Committee.

Discussion continues on a new member of staff to focus on youth provision – see item MAYD11/2526a).

MAYD07/2526 To receive the MAYD accounts

The accounts were received. It was noted that £6,500 has been added to the as yet unapproved 2026/27 precept. Funds are healthy, mainly due to the Connections Bus being unavailable from September 2024 and Mix Music funding from other sources.

Cllr Garner confirmed plan for Meldreth Parish Council to consider financial contribution to MAYD. To be confirmed.

MAYD08/2526 To receive and consider report on the Connections Bus project

The Connections Bus project provided reports and data. It was noted that communities from further afield were benefiting from the provision from MAYD. ACTION: Clerk to contact other Parishes to seek involvement in MAYD Committee. ACTION: Connections Bus to provide flyers to allow other areas to advertise the service.

Previous contribution from Shepreth Parish Council of £250 was noted.

a) To consider acceptance of 2026 costs as proposed by Connections Bus.

It was RESOLVED to accept the 5% increase in costs proposed by the Connections Bus project. Proposed by Cllr Garner, seconded by Cllr Davey. All in favour.

MAYD09/2526 To receive and consider report on the MixMusic DJ project

A verbal report was provided by Mix Music.

It was noted that the DJ Workshops continue to provide support for up to 10 young people.

Additional activities such as streaming events, hosting 'daytime discos', visits to DJ Expos and other community group visits have continued.

MAYD10/2526 To consider changes to MAYD Terms of Reference to update to current practices and increase Councillor numbers and review agreement terms.

It was RESOLVED to accept the changes to MAYD Terms of Reference to update to current practices and increase Councillor numbers and review agreement terms.

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

ACTION: Melbourn Parish Council to recruit further members at next meeting.

MAYD11/2526 To discuss actions for MAYD going forward

a) To discuss potential job specification for Community Coordinator to join Melbourn Parish Council as approved by Full Council.

A discussion document was shared for comment and consideration at the next meeting. It was noted that it would be essential for a new member of staff to work closely with the Village College.

MAYD12/2526 To consider Community Grant Funding application for MAYD 2026/27

Item discussed and deferred to next meeting due to current healthy funds. It was noted that Mix Music would submit a grant application to support the event they wish to hold in 2026.

MAYD13/2526 To accept notices and matters for the future agendas

It was noted that the involvement with the Practical Solutions Group, facilitated by Cambridgeshire County Council Communities Service, should continue.

MAYD14/2526 To confirm the date of the next meeting

Proposed evening meeting in January 2026. ACTION: Office to confirm date.

Meeting closed 20:32



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

👤 **Abi Williams, Clerk**
👤 **Alex Coxall, Deputy Clerk**
✉ parishclerk@melbournparishcouncil.gov.uk
☎ **01763 263303, ext 3**
🌐 melbournparishcouncil.gov.uk

MELBOURN PARISH COUNCIL – MAYD JOINT COMMITTEE (District of South Cambridgeshire)

A meeting of the MAYD Joint Committee was held on Thursday 30 January 2025 at 2.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Present: Cllrs Barnes, Garner (Meldreth Parish Council), Pankhurst (Shepreth Parish Council), Travis (Chair)

Absent:

In attendance: Abi Williams (Clerk), Shelley Coulman (MixMusic), Amanda Silvester (Community Co-Ordinator, Youth – Cambridgeshire County Council), Alan Webb (Connections Bus), District Cllr Hart (South Cambridgeshire District Council)

MINUTES: MAYD JOINT COMMITTEE

Meeting started 14:32

MAYD01/25 To receive nominations and elect the Chair of the MAYD Joint Committee

Nominations were received for Cllr Travis to be elected Chair of the MAYD Joint Committee. No other nominations were received.

It was RESOLVED to elect Cllr Travis as Chair of the MAYD Joint Committee.

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

MAYD02/25 To receive nominations and elect the Vice Chair of the MAYD Joint Committee

Nominations were received for Cllr Garner to be elected Vice Chair of the MAYD Joint Committee. No other nominations were received.

It was RESOLVED to elect Cllr Garner as Vice Chair of the MAYD Joint Committee.

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

MAYD03/25 To receive any apologies for absence

Apologies were received from Cllr Davey.

It was RESOLVED to approve the apologies from Cllr Davey.

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

MAYD04/25 To receive any declarations of pecuniary or non-pecuniary interests and reasons from members of the Joint Committee on any item on the agenda.

None received.

MAYD05/25 To consider approving the Minutes of the Meeting held on 22 May 2024

It was RESOLVED to approve the minutes of the meeting held on 22 May 2024 as accurate record.

Proposed by Cllr Garner, seconded by Cllr Barnes.

In favour: Cllrs Barnes, Garner, Travis

Against:

Abstain: Cllr Pankhurst

MAYD06/25 Report on actions from the Meeting held on 22 May 2024

A verbal and written report was received.

Public thanks were offered to Conqueror Industries and the Warden team for their donation of time, materials and funds to refurbish the seating shelter on The Moor.

Cllr Garner confirmed that a proposal to contribute to funding of MAYD would be presented to Meldreth Parish Council when the Connections Bus had reinstated the visits to Melbourn.

Melbourn Parish Council will continue to investigate the project to extend the Pavilion to provide a multipurpose youth space for the community.

It was noted that Foxton Parish Council would not be part of the MAYD Joint Committee for 2025 and would review involvement annually.

MAYD07/25 To receive the MAYD accounts

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

The accounts were received. It was noted that £6,500 has been added to the 2025/26 precept. Funds are healthy, mainly due to the Connections Bus being unavailable from September 2024.

MAYD08/25 To receive an update on the Connections Bus project

A verbal report was provided by Alan Webb.

It was noted that the two original buses had both been taken off the road in September, funding was secured to purchase two new buses and renovate as required. The bus that serves Melbourn is due to be back on the road by March 2025.

ACTION: Connections Bus flyers to be provided to assist with promoting the new buses and shared with Shepreth, Meldreth and Melbourn. ACTION: Office to provide Meldreth Parish Council a breakdown figures showing residential location of users. ACTION: Office to ensure links to Connections Bus website are available through the Melbourn Parish Council website.

MAYD09/25 To receive an update on the MixMusic DJ Workshop Project

A verbal and written report was provided by Shelley Coulman.

It was noted that the DJ Workshops continue to provide support for up to 10 young people.

Additional activities such as streaming events and hosting 'discos' for other community groups have been carried out, along with workshops on branding, crafting activities, group visits to studios and a Christmas party. Additional funding streams has provided opportunities to grow the offering to young people to include merchandising, music production and external events. It was noted that it has been hard to engage with the College but works would continue to build the relationship.

Mix Music C.I.C. approached Melbourn Parish Council about gifting the current MAYD equipment to the C.I.C. to allow them to independently approach other funding streams, provide further opportunities for their young people and develop their offering. It was noted that lack of suitable space was a concern.

It was RESOLVED that MAYD Joint Committee support the gifting of previously purchased equipment to the MixMusic C.I.C dependant on a suitable agreement being signed that would revert ownership of goods to Melbourn Parish Council if MixMusic were to cease providing services to the community and ensuring that relevant insurances were in place.

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

MAYD10/25 To discuss actions for MAYD during 2025

Projects of note:

Pavilion expansion – Melbourn Parish Council to investigate funding streams for feasibility project and public consultations. Research into other parishes that have embarked on similar projects will be carried out.

Shelley Coulman left the meeting 15:32

Youth Worker – Melbourn Parish Council to work towards appointing a youth worker/employee to facilitate the research, fund raising and managing of service providers to improve the youth services provision in the community. Amanda Silvester offered advice as to other areas that are currently doing this and highlighted the considerations that will need to be made. District Cllr Hart noted the success of the current Timebank and Community Coordinator and the similarities of this suggested role.

MAYD11/25 To accept notices and matters for the future agendas

None received.

MAYD12/25 To note the date of the next meeting

Proposed date of May/June 2025. ACTION: Office to confirm date.

Meeting closed 15:51

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

- Purpose:** After hearing about the impact Littleport Town Council's youth initiatives have had on anti-social behaviour it was requested that we meet with the Youth Worker, Cllrs and Parish Clerk to see what we could learn as a Parish.
- Meeting:** 19 February 2025, Cllr Travis and Parish Clerk attended Littleport Youth and Community Centre.
- Attendees:** Cllr Travis, Abi Williams (Clerk), Dianne Lane (Parish Clerk, Littleport), Joanne Coe (Youth and Community Worker, Littleport), Clive Webber (Littleport Chair), Jo Webber (Littleport Cllr), representatives from Girton Parish Council x 4, representative from Wilburton Parish Council.
-

Littleport Youth & Community Centre

Built in 2022/2023 it now hosts a youth club and numerous events in the community such as training, drop in sessions and jumbles sales – it provides a safe space for youth and the wider community to gather when open. It is housed just off a new housing estate and is surrounded by a new play park and a soon to be built pump track as well as other open space. Parking is available next to the unit.

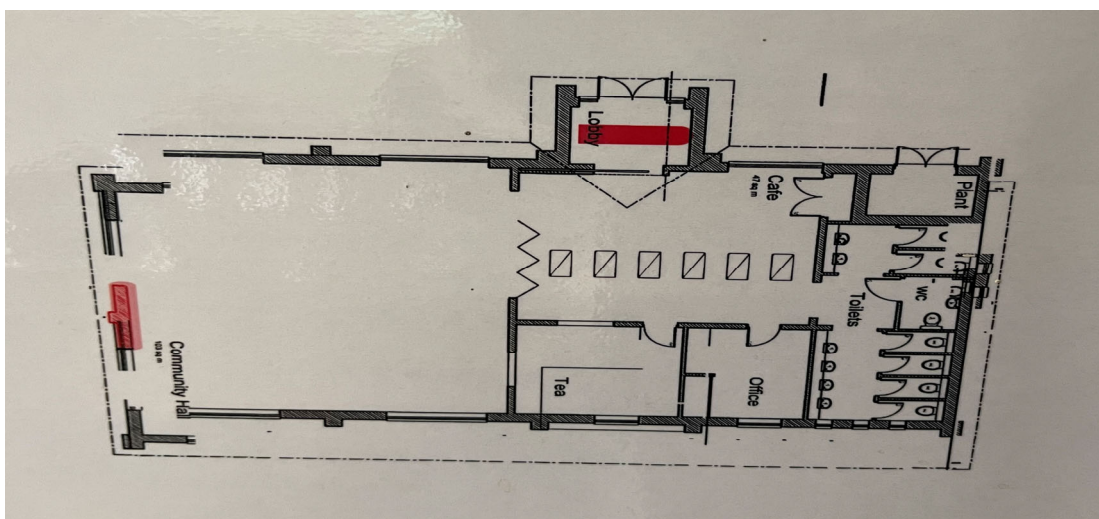


Funding was received from East Cambs and County Councils under the Community Infrastructure Levy among others. There has been significant housing developments in the area that contributed to the funds available through the levy. (South Cambs have not adopted CIL in the same way and rely on s106 negotiations I believe).

Littleport gained funding for a two year trial for a Youth Worker to join the team (this has now moved to precepted funds) they have also invested in a Community Link Worker (Older people) to build a Wellbeing Team. This team work to provide services across a range of activities to support the whole community.

It is reported that anti-social behaviour in the area reduced as a result of the efforts of the team to provide a safe and welcoming environment for the youth to 'own'. They have since worked on graffiti projects, designing and building a new play park and hold numerous weekly sessions to support the wider community. The Wellbeing Team work with the local schools, local Police force and NHS services to ensure a wholistic approach – creating data sharing opportunities to try and close the gap between various different agencies.

Clerk and Cllrs will continue to learn from Littleport, and other local communities, as Melbourn Parish Council look support to the wider community. Working with the MAYD Committee to build the role of a Youth Worker / Funding Administrator (depending on what would be most beneficial) and developing the role of the Community and Timebank Coordinator as required.



Report on actions from 30 January 2025

MAYD08/25 **Connections Bus update**

MPC to report on figures for Meldreth to allow contribution payment.
Not yet completed – details to be provided to Meldreth from Connection Bus reports.

MAYD09/25 **Mix Music**

To receive a verbal report from Mix Music under item MAYD09/2526
Confirm insurance cover updated to include MixMusic equipment through asset register.

MAYD10/25a) **Pavilion expansion.**

Discussion reignited and ongoing – through Maintenance Committee and MAYD Joint Committee.

Visit to Littleport took place – excellent facility that runs well, has dedicated employee and full backing of council as well as funds from County level.

See report MAYD06 2526) in supporting documents.

Youth worker.

MPC working towards defining the most suitable job specification for this role.

Indication is that an additional Community Coordinator (to work in a team with the current Community Coordinator) may provide the best outcome.

Notes on a possible job specification are to be discussed under item MAYD11/2526).

MAYD Cashflow
Oct 25 - Sep 26

	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	
Opening Reserve	11,678.77	18,178.77	17,978.77	15,342.77	15,142.77	12,506.77	12,306.77	12,048.97	11,848.97	9,091.17	8,891.17	8,691.17	11,678.77
Precept 25/26	6,500.00												6,500.00
Community Grant													-
The Connections Bus			(2,436.00)		(2,436.00)		(2,557.80)		(2,557.80)				- 9,987.60
Mix Music Expenses		(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	- 2,200.00
Contribution for Mix Music event							(4,000.00)						- 4,000.00
Precept 26/27							6,500.00						6,500.00
Cash inflow /(Outflow)	6,500.00 -	200.00 -	2,636.00 -	200.00 -	2,636.00 -	200.00 -	257.80 -	200.00 -	2,757.80 -	200.00 -	200.00 -	200.00	- 3,187.60
Closing Reserve	18,178.77	17,978.77	15,342.77	15,142.77	12,506.77	12,306.77	12,048.97	11,848.97	9,091.17	8,891.17	8,691.17	8,491.17	8,491.17

Contribution for Mix Music is towards the MM event

Youth Services

There have been 12 sessions run this term and we have seen 57 young people.

Age	11	12	13	14	15	16	17	18+
Number Female	3	1	8	11	4	2		
Number Male	3	1	14	6	3		1	

Week Commencing	Number	Notes
21 Apr	10	Quiet first session but college not back until tomorrow. Few took part in the quiz, enjoyed using lounge area, listening to music, testing out new games on PS5.
28 Apr	21	Now back at school and so numbers up. Some ready and waiting when bus arrived! Really enjoyed using the Switch on the outside screen, hanging out in lounge area and listening to music.
5 May	20	great session with good use of games consoles, music speaker and hanging out. General conversations about school and friendships with YP engaging well with staff. Had to challenge some bad language and rude comments to an individual, but received apology and had conversation with both YP later about expectations.
12 May	18	Enjoyed playing on games consoles, listening to music, using computers and doing the quiz. Limited interest in interacting with youth workers, but getting more familiar.
19 May	15	most were in and out enjoying the sunshine and warm evening. Good use of computers, game of uno and some did the quiz. Conversations about not attending school for a week, possible suspension and general negativity towards school.
26 May		Half-term
2 Jun	16	Good engagement in the quiz this week plus conversations about future quiz topics and other activities they would like to do. Bit of football outside and listening to music. One-to-one about not having tea as foster carer not good cook.
9 Jun	12	a few signed in and headed to the park to enjoy the good weather. Good interaction with visiting student youth worker sharing what they liked about the youth bus. Did some basic cake decorating and eating! Listening to music. Conversations about being left out, school, peer group and food plans for next week.
16 Jun	15	Great session with most of the bus in use. Enjoyed having toasties. Conversations about legal consent, relationships, manners and school. Concern over safety of one yp who left early but should have been going to station. Mum was contacted and said she would come and collect.
23 Jun	18	Enjoyed chilling, listening to music and chatting about school and relationships. Feedback from last week on how good the toasties were!
30 Jun	18	Very hot evening. Few new members. Enjoyed listening to music, computers and football outside. Conversations about life at home, transition back to family, and relationships.
7 Jul	21	Busy carpark due to year 6 taster day, tried to encourage them to come and check out the bus but all left without doing so. Enjoyed making pancakes (patience demonstrated) and doing the quiz. Conversations about relationships, underage sex, contraception. Mix Music popped by to have a look and hinted at possibility of doing some joint work – suggested they contact Alan.

14 Jul	22	Wet and rainy evening with a loud and lively bunch! Enjoyed rugby outside in the wet! Listening to music, PCs, games consoles and lots of games of bingo and making masks. Conversation about being in care and not had any tea and would have to make own when in as carer in bed.
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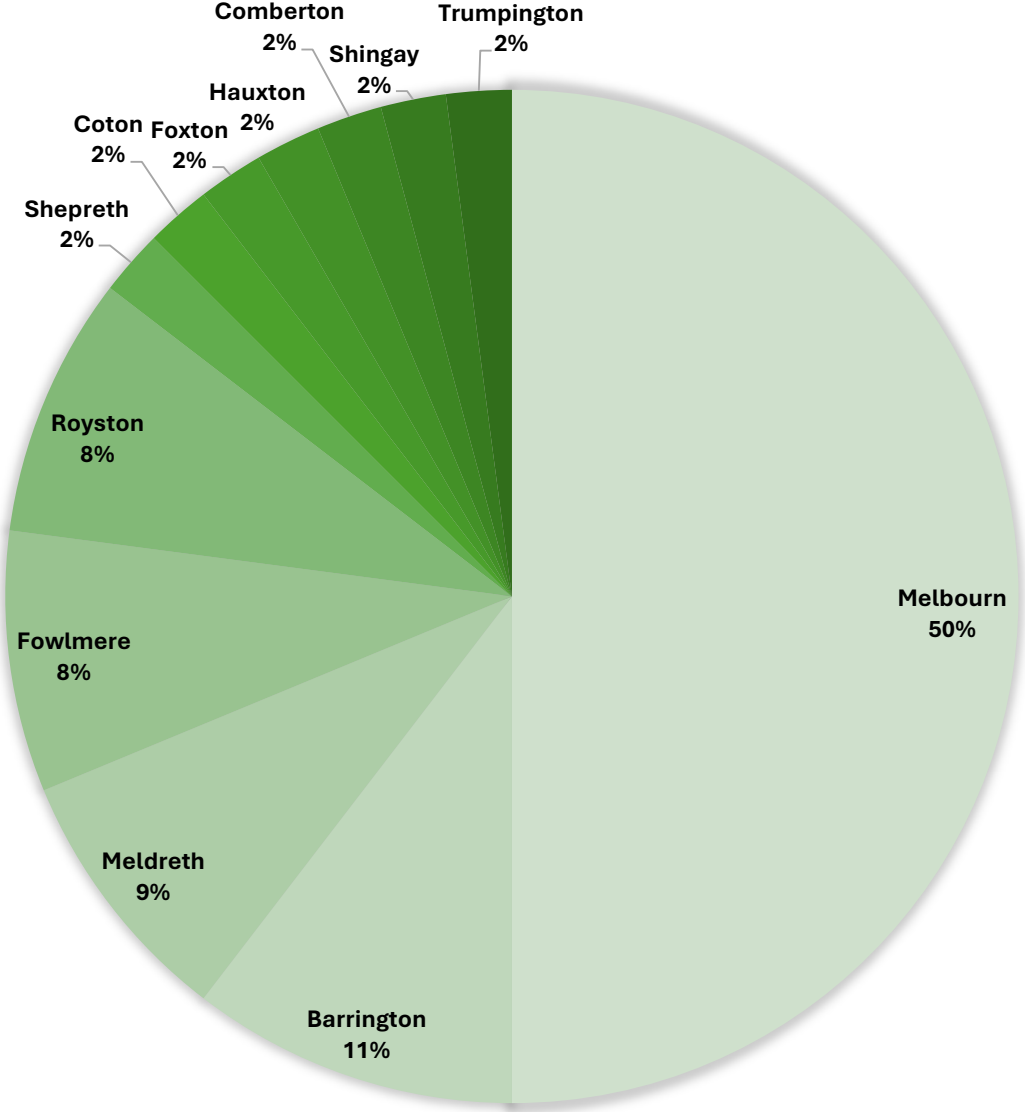


Please find below the attendance figures for the first half of the Autumn term. Invoice will follow shortly.

Week commencing	Youth Bus
1 Sep	
8 Sep	14
15 Sep	26
22 Sep	20
29 Sep	24
6 Oct	27
13 Oct	27
20 Oct	23



Connections Bus Numbers by location - Sep - Nov 25



Numbers Sep – Nov 2025

Melbourn	24
Barrington	5
Meldreth	4
Fowlmere	4
Royston	4
Shepreth	1
Coton	1
Foxton	1
Hauxton	1
Comberton	1
Shingay	1
Trumpington	1



We have secured some funding that is allowing us to run our popular Generation Game Course in 3 communities over 12 months. This is a 10-week course for young people interested in volunteering with the elderly.

More details: <https://www.connectionsbusproject.org.uk/courses>

We are currently running the first in Cottenham and the second will be in Histon next term. We would like to make Melbourn the third during the summer term. It would normally be run for 1.5 hours straight after school for up to 16 young people.

Andrea Cowley (Assistant Manager) has a contact within MVC who likes the look of the course and will be useful in promoting and maybe in locating a classroom that we can use.


Just wanted to make you aware and check that you would be happy for this to go ahead. There would be no financial implication for yourselves, although we do make a small charge to the young people to cover cost of materials and refreshments, and to secure a commitment.

Many Thanks

Alan


The Connections Bus Project

P.O. Box 344, Histon, Cambridge CB24 9WZ


Charity No. 1168343





www.connectionsbusproject.org.uk

07887 947 748 | admin@connectionsbusproject.org.uk

10 November 2025

Dear Parish Councillors

Youth Work Provision for 2026/27

The past twelve months have been both productive and exciting as we oversaw the successful conversion of our two youth buses, supported by grant funding from The National Lottery Community Fund, the Foyle Foundation, and Joanies Fund. After gradually introducing the buses and resolving initial challenges, we launched a full programme of youth clubs, mobile sessions, and courses in September.

We are now delivering services in 16 communities each week, with a further two locations due to come online once recruitment is completed. Each week, we engage with more than 300 young people. Our recent annual user survey continues to show excellent outcomes, demonstrating the value young people place on our provision and the positive impact of their participation.

Our Babysitting and Generation Game courses (www.connectionsbusproject.org.uk/courses) have also become a popular addition to our open-access sessions. If the Parish Council is interested in offering these opportunities locally, we would be very happy to discuss this further.

The charity's trustees have now reviewed and agreed the fees that will take effect from 1 April 2026. Taking into account anticipated increases in the National Living Wage and rising operational costs, a 5% adjustment has been approved. This will bring the cost per youth bus/club session in Melbourn to £366.

We kindly ask that you continue to consider the needs of your young people and the importance of the support we provide. Please let me know by 16 January 2026 how you wish to proceed from April 2026.

If you have any questions or would like to discuss future plans, please do not hesitate to get in touch.

Yours sincerely

Alan Webb
Project Manager
[PO Box 344, Histon, Cambridge, CB24 9WZ](mailto:PO.Box.344.Histon.Cambridge.CB24.9WZ)

registered charity 1168343



**TERMS OF REFERENCE FOR
MAYD JOINT COMMITTEE**

1. MAYD is a joint committee (as defined in the Local Government Act, 1972 s101(5)) consisting of serving parish councillors from Melbourn, Meldreth ~~and~~, Shepreth ~~and~~ ~~Foxton~~¹ Parish Councils.
2. This joint committee will consist of representatives from the participating Parish Councils at the time and representatives from principal authorities. In the event that a parish council withdraws from the MAYD Agreement, membership of the joint committee shall be made up of representatives from participating parish councils at the time.
3. The joint committee shall operate under the following Terms of Reference:-
 - (a) **NAME:** The joint committee will be known as Melbourn Area Youth Development (MAYD)
 - (b) **PURPOSE:** To provide activities for young people up to the age of 19 in order to promote their well-being and development delivered through structured youth work provided by qualified youth workers.
 - (c) **AUTHORITY:** ~~The joint committee is appointed for a period of 3 years in the first instance.~~ There will be up to ~~3~~ 5 councillors from Melbourn and up to 2 each from the other participating councils. The Chair, appointed at the first meeting, must be a Melbourn parish councillor. In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, the committee will co-opt new members drawn from the council from which the vacancy has originated. Majority voting will apply for all decisions, the Chair having a second and casting vote in the event of a tie.
 - (d) **FINANCE:** The joint committee will be financed by contributions from each of the participating authorities, as provided for in LGA, 1972 s103. ~~Contributions will be calculated based on attendance at youth club by young people from participating parish councils. Full details of the funding arrangements are set out in the Parish Councils' Financial Agreement attached as Appendix 1.~~ The money is to be held by Melbourn Parish Council for the exclusive use of MAYD. Melbourn Parish Council will invoice participating parish councils annually for their agreed contribution. Contributions to MAYD may be precepted by participating parish councils or secured through other funding sources. See Financial Agreement attached as Appendix 1.

¹ ~~Foxton Parish Council's contribution is for young people attending from their village only. They do not contribute towards other non-participating parish councils.~~

MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

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Version: 23
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Review date: ~~September 2023~~November 2026

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- (e) **MAYD/PARISH COUNCILS’ AGREEMENT:** The relationship between the participating councils and between the committee and the youth service providers will be governed by the MAYD/Parish Councils’ Agreement attached as Appendix ~~2-2~~.

MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

Doc. No.: 6.08

Version: 23

Date approved: September 2022November 2025

Review date: September 2023November 2026

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Appendix 1

MAYD / Parish Councils' Financial Agreement

Agreement between MAYD (Melbourn Area Youth Development) funding partners:

Melbourn Parish Council, Meldreth Parish Council and Shepreth Parish Council.

Background

1. MAYD was established in 2010 at the initiative of the aforementioned Parish Councils. Its aim is to provide youth recreational services for young people aged 11-18 from the parishes of Melbourn, Meldreth and Shepreth. Attendance of the youth ~~club activities~~ is not exclusive to young people from the group villages, ~~the club~~any activity is open to all young people.
2. MAYD is a joint committee resulting from the collaborative approach to the provision of youth recreational services by the member parish councils.

Financial arrangements

3. MAYD's activities are financed through an annual contribution made by each of the parish councils named in this agreement.
4. Contributions for funding will be reviewed annually based on the previous year's attendance such that funding is distributed as equitably as possible. Where there has been a gap in delivery of the service, contributions will be based on the most recent attendance figures available.
5. Melbourn Parish Council holds a dedicated account to receive and administer these funds.
6. Any funds unspent which have not been utilised for the purpose agreed can be ringfenced to fund future sessions or items such as materials for activities and/or to improve the facilities for the benefit of youth club.

Financial Contributions for FY 2022/23

~~The cost per Parish Council is based on the most recent available attendance figures for the previous September to July period as set out in 'MAYD Charges per Member Parish, attached as an Appendix to this document. The total number of sessions attended during the year is and the cost per session is set out in the Appendix. The costs are calculated by the Melbourn~~

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

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~~Parish Council Responsible Finance Officer as Melbourn Parish Council holds the MAYD account.~~

Melbourn Parish Council _____ Date: _____
Councillor

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Meldreth Parish Council _____ Date: _____
Councillor

Shepreth Parish Council _____ Date: _____
Councillor

MAYD _____ Date: _____
Chair

Melbourn Area Youth Development (MAYD)

c/o Melbourn Parish Council

November 2025

Appendix 2

MAYD / Parish Councils' Agreement

Agreement between MAYD (Melbourn Area Youth Development) funding partners:
Melbourn Parish Council, Meldreth Parish Council and Shepreth Parish Council.

Background

1. MAYD was established in 2010 at the initiative of the aforementioned Parish Councils. Its aim is to provide youth recreational services for young people aged 11-18 from the parishes of Melbourn, Meldreth and Shepreth. Attendance of the ~~youth club~~ youth activities is not exclusive to young people from the group villages, the club is open to all young people.
2. MAYD is a voluntary community organisation resulting from the collaborative approach to the provision of youth recreational services by the member parish councils.

Financial arrangements

3. MAYD's activities are financed through an annual contribution awarded by each of the parish councils named in this agreement.
4. Contributions for funding will be reviewed annually based on the previous year's attendance such that funding is distributed as equitably as possible. Where there has been a gap in delivery of the service, contributions will be based on the most recent available attendance figures.
5. Melbourn Parish Council holds a dedicated account to receive and administer these funds.
6. Any funds unspent which have not been utilised for the purpose agreed can be ringfenced to fund items such as materials for activities and/or items to improve the youth facilities, ~~for the benefit of youth club.~~

Governance arrangements

7. The activities of MAYD will be overseen by a joint committee comprised of parish councillors from the participating parish councils, and District and County Councillors, or a non-councillor but authorised by their designated member representative. The group will be chaired by a Melbourn Parish Councillor as the over-arching Council with the fiscal responsibility. The vice chair can be drawn from the remaining group.
8. The Parish Clerk for Melbourn will provide the secretariat for this joint committee.
9. At the invitation of the joint committee, representatives from parish/town councils or other organisations who are not signatories to this agreement may attend

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meetings of the MAYD Joint Committee.

10. The joint committee will endeavour to meet at least quarterly and the minutes disseminated to participating parish councils via the Parish Clerk for Melbourn.
11. Complaints regarding any element of this agreement or the service provided through this agreement are to be directed to the joint committee via the secretariat.
12. A member parish council, should it choose to withdraw from this agreement, should provide the joint committee with at least six months' notice prior to the annual renewal date of 1 April.
13. Following the departure of a member parish council the remaining members of the joint committee will determine the future of the partnership and reframe this agreement accordingly.

Safeguarding

14. In order to ensure the safety of its client group MAYD will be bound by the safeguarding procedures of Melbourn Parish Council, which are:
 - appropriate to MAYD's work
 - ~~reviewed~~ reviewed annually
 - ensure a rigorous recruitment and selection process is in place for staff and volunteers
 - involved in MAYD activities who work with children and young people, and shall include the checking of criminal records via the Disclosure and Barring Service (DBS) and the taking up references. DPS will be carried out every 3 years.
 - statutory or best practice guidance will be followed on appropriate ratios of staff or volunteers to children or young people
 - child protection and health and safety training or guidance for staff or volunteers will be provided
 - activities will be risk assessed as appropriate
 - appropriate insurance cover will be in place
 - Or it will be ensured that any third-party contractor hired to deliver youth recreational services on its behalf complies with these requirements

Service Delivery/ Function on MAYD

- To provide Governance, resolving any issues raised from any source
- To set Aims of ~~Youth Club~~ any youth provision
- To receive and discuss the any service provider's assessment of whether the programs are meeting the aims.
- To review performance of the appointed service provider against agreed programs and other criteria

MELBOURN PARISH COUNCIL

Melbourn Area Youth Development

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- To finance the activities of ~~Youth Club~~ youth provision adequately
- To promote the activities of ~~Youth Club~~ youth provision and encourage participation from the local communities

15. Any additional service provision must be agreed and separately funded by the parish councils via the MAYD joint committee.

About current contractor

~~16. See appendix 1 for details of current contractor.~~

Term of the agreement

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~~17.16.~~ This agreement shall run from ~~December 2022~~ November 2025 to ~~December 2025~~ November 2028.

Melbourn Parish Council
Councillors

Date:

Meldreth Parish Council
Councillors

Date:

Shepreth Parish Council
Councillors

Date:

MAYD Chair

Date:

Melbourn Area Youth Development (MAYD)
c/o Melbourn Parish Council
~~December 2022~~
~~November 2025~~

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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Discussion document for Community Coordinator job spec – youth focus

Job Role:	Community Coordinator (Youth)
Hours:	Between 10 and 25 (Initial three-year fixed contract with option to make permanent if initiative is successful)
Responsible to:	Clerk / MAYD Joint Committee
Job Purpose:	<p>To be responsible for the development, funding, delivery and review of activities and projects aimed at young people in Melbourn.</p> <p>To build positive and supportive relationships with young people and help them fulfil their potential.</p> <p>Developing and implementing strategies to secure funding to allow Council to deliver projects and services, reducing the burden on local taxpayers.</p>
Salary:	SCP 14 - 19 (£15.31 - £16.52) depending on experience

Key Activities:

- Researching and applying for grants and funding.
- Recruiting, training, and supporting volunteers and service providers.
- Developing marketing materials and raising awareness of council initiatives.
- Maintaining accurate records providing timely reports to committee and full council.
- To lead the development of specific programmes of youth work aimed at promoting and ensuring the personal and social educational needs of young people are identified and met.
- Manage, co-ordinate and support sessional youth work staff and volunteers.
- Work with Community Coordinator to develop and deliver community wide activities and projects that have the potential to benefit all.
- Support other community initiatives and identify ways in which these could benefit young people in the area.
- Provide support to other team members as needed.

Personal specification

You are an ambitious individual that is looking to make change for good – investigating and experimenting with activities to better the opportunities for young people in the area. You are not fazed by BIG projects and can promote the end goal to bring stakeholders on the journey with you. You work well in a team and will collaborate to ensure the best result across the community. Your strengths will include:

- A strong desire to improve the opportunities of young people in our community.
- Demonstrable experience in managing successful fundraising projects and meeting targets in a not-for-profit organisation.
- Experience in grant applications.
- Creating and delivering successful campaigns.
- Budget management.
- Delivery of a building project would be preferred but not essential.
- Strong organisational and time-management abilities.
- Ability to work independently, be self-motivated, and manage a varied workload.
- A passion for the local community.
- Creativity and entrepreneurial approach to finding new funding opportunities.
- Empathetic and professional approach to engaging with diverse stakeholders across the community.
- Adaptability and resilience to work under pressure.
- A flexible approach to working hours, including occasional evenings and weekends for events.
- A successful Disclosure and Barring Service (DBS) check will be required.
- Experience of practical youth work – delivering successful activities.
- Knowledge of safeguarding and child protection procedures (full training will be given as required).
- Willingness to undertake relevant personal development.

MELBOURN PARISH COUNCIL

Application for Grant

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of Organisation	Melbourn Area Youth Development (MAYD)
Name, Address, and Status of Contact	MAYD Committee – on behalf of Melbourn Parish Council.
Telephone Number of Contact	?
Email contact	?
Is the organisation a Registered Charity?	Yes / No
Amount of grant requested	£6,500
For what purpose of project is the grant requested.	Support to Youth Services in Melbourn and surrounding communities 2026/2027
What will be the total cost of the above project?	See cash flow spreadsheet
If the total cost of the project is more than the grant, how will the residue be financed?	See cash flow spreadsheet
Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Other funding is being explored via County Youth Services and through support from other participating councils.
Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes. 1. Connections Bus 2. Mix Music
Who will benefit from the project?	

	Young people of Melbourn and the surrounding area.
Approximately how many of those who will benefit are parishioners? Please provide % numbers for beneficiaries within the Parish if known.	90%

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes

If yes, please give date. May 2024

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. – report provided for annual report previously.

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

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name: Alan Webb

Organisation: Connections Bus

Name: Jason Coulman

Organisation: Mix Music



Melbourn Parish Council

The Parish Office will be
closed from 4pm, 19th December.

We will be back open at 10am, 5th January 2026.

Emails and the answerphone will be monitored during this
time for emergency purposes only.

Wishing you a festive season that's merry and bright
from all at Melbourn Parish Council!

<u>POLICY AND PROCEDURE:</u>	To evaluate the effectiveness of the system of internal audit
-------------------------------------	--

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

CRITERIA FOR EFFECTIVE INTERNAL CONTROL

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

ANNUAL REVIEW OF EFFECTIVENESS

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

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

Relationships	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters The responsibilities of Council members are understood; training of members is undertaken as necessary	✓
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Question: Was the internal audit effective?

Characteristics of 'effectiveness'	Evidence of Achievement	Areas for Development
Internal audit work is planned	The IA is experienced and has a defined plan	✓
Understanding the whole organisation, its needs and objectives	The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	✓
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon	✓
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action	IA approved AGAR as agreed but EA disagreed over assertion 5 approval – noted for future action.
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on the national agenda are considered. IA maintains awareness of new developments in services, risk management and corporate governance	✓
Be challenging	IA focuses on risks and encourages members to develop their own responses	✓
Ensure the right responses are available	Adequate resource is made available for audit. The IA understands the body and the legal and corporate framework in which it operates	✓

Question: Was the appointed Internal Auditor independent?

Independence	IA has direct access to those charged with governance Reports are made in own name to full Council Auditor does not have any other role within the Council. Auditor lives outside the area. Auditor is not related or connected to councillors or officers of the Council	✓
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Question: Has the guidance received from the auditor been considered and incorporated into Council practice?

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

Completed: 29 October 2025, Abigail Williams & Shelley Coulman



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023

Review Policy: Every 3 years

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

Purpose

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

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

Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed	Y	Latest version. Approved 19 May 2025 PC014/2526a)
MPC has adopted NALC Financial Regulations and these are regularly reviewed	Y	Latest version. Approved 30 July 2025 PC060/2526c)
The RFO is tasked with proper administration of MPC's financial affairs including implementing appropriate internal controls	Y	As stated within the job description
Internal Audit reports are seen by the Parish Council	Y	Received by Council 30 July 2025 PC060/2526a)
External Audit report is seen by the Parish Council	Y	Received by Council 29 September 2025 PC081/2526a)

Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
Expenditure Approval/Ordering Orders are made by appropriately delegated persons. Expenditure has been budgeted/appropriately approved.	Orders are made by the Clerk/Deputy Clerk. Expenditure approvals are as per Financial Regs. Checks against budget are made by RFO and presented to Council and	N	

Value for money is obtained from suppliers through quote and tender procedures.	relevant committees monthly. Approvals presented and voted by Council monthly. SOs set out tender / quote process.		
Payment controls Payments made are for goods/services that have been received/carried out and are supported by invoices. Payments are made to the correct payee for the correct amount. Physical controls exist over access to bank accounts. Cheques and bank transfers are signed off by two member signatories. Changes to bank payment details are appropriately approved.	Invoices for work done/goods received passed from Clerk/Deputy Clerk to RFO. Invoices checked by RFO prior to payment. Invoice 'stamp' system used. Bank signatories check payees/payment amounts to approvals list. Bank accounts are password protected. Bank payments require 2 member signatories. Changes to payee details require 2 signatory approval.	N	
Prepaid Debit Cards Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.	Prepaid cards no longer used.	Y	Recoup small balance from SOLDO and continue with credit card use as agreed.
Payroll and Employment Payments are made to legitimate employees for pre-approved salary amounts. Changes to salaries and terms of employment are properly approved. MPC has complied with its duties under employment legislation and has met its pension obligations.	Payroll budget agreed by HR Panel & MPC approves precept budget. Gross salary calculations are checked to budget by signatories. Changes to salaries/employment agreed by HR/MPC. HR panel reviews employment legislation. RFO administers pension fund.	N	
Taxes – PAYE/NI & VAT Correct deductions are made for employee taxes and paid to HMRC on time. VAT is correctly accounted for and reclaimed regularly.	SAGE payroll software is used for deductions and uploaded to HMRC monthly. VAT is reclaimed quarterly.	N	
Income collection Income is invoiced, collected promptly and debtors are managed. Receipts are properly recorded. Writing off of bad debts is appropriately authorised.	Invoices raised by Finance Assistant and receipts monitored by RFO. Receipts reviewed and recorded by RFO. Separation of duties. No bad debts to date 2025/26.	Y N	Need for card reader being monitored – 25/26 allotment renewals so far have been all cheque or BACS.

Cash & banking Safe and efficient arrangements are in place for collection and banking of cash receipts.	Sequentially numbered receipts issued by Office and reconciled by RFO prior to banking. Unbanked cash locked away & insured.	Y	Endeavour to not receive cash. Any taken follows receipts procedure.
Bank Accounts MPC has approved every bank mandate. There is a list of approved signatories for every bank account.	Yes. MPC approved bank signatories 22/07/24.	Y	Signatories list created and monitored.
Cash balances/investments Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.	RFO monitors cash balances. Investment Strategy in place – ONGOING review.	N	
Bank reconciliations All bank accounts are regularly reconciled. Bank reconciliations are checked.	Policy in place. Bank recs carried out monthly & reviewed by a designated Cllr. Checks reported at MPC meetings.	Y	Consider presenting bank recs at meeting to reduce requirement of Cllr to visit office at other times?
Assets MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt	Asset register in place, regularly updated and reviewed annually by FGGC. Maintenance committee ensure assets are maintained. Insurance is reviewed by MPC annually.	Y	Asset Register being transferred to Rialtas in time for 2026/27.
Insurance MPC is satisfied that it's insurance cover is sufficient for its assets and risks.	Policy is a specialist Parish Council policy and is reviewed annually by MPC. Long Term Agreement last renewed 04/10/24.	Y	Review of reinstatement costs of assets completed – effects on premium to be reported.
Budget setting Robust process for budget setting. MPC has adequate funds to cover its spending plans.	Budget is a multi-stage process and reviewed by FGGC prior to being adopted by MPC. Spending plans are affordable.	N	
Budget monitoring MPC receives regular budget reports and explanations for budget variances.	Finance reports are made to MPC and Maintenance monthly including explanations of variances.	N	

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
Version: 1
Date approved: 11 January 2021
Review date: January 2022

Reserves General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.	Reserve policy in place to aim to bring General Reserve to 6 months expenditure (currently 6.6mnths). Reserves reviewed annually by MPC. Asset Management Reserve Policy in place.	N	Current general reserves stand at 6.6mnths.
Risk Assessments Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.	Risk assessments are a standing item on MPC agendas and included in the Policy Review Schedule. Maintenance Committee carry out risk reviews and take actions	N	
Loans and Long-Term Liabilities MPC is satisfied that loans have the proper approval and that repayments can be afforded.	MPC has three PWLB loans which have been properly approved. Repayments are included in precept budget and are affordable.	N	
Internal Audit Recommendations made by the Internal Auditor are acted on.	Reports shared with MPC and actions taken as required. Review of Effectiveness of Internal Audit review carried out.	N	Last review completed 22 October 2025.

Internal Controls are considered Adequate & Effective: Yes

Review carried out by: Abi Williams (Clerk) and Shelley Coulman (RFO)

Date of Review: 29 October 2025

Date of Review by F&GG Committee: 4 November 2025

Date reported to MPC: 26 November 2025

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 11 January 2021

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

Doc. No.: 4.20

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FINANCIAL RISK ASSESSMENT – 2025-2026

Risk No.	Description (the risk is that...	Impact (the impact on MPC would be...	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (High, Medium, Low)	Response (what actions have been taken/are in progress)
F1	Expenditure is incurred or grants awarded without proper legal authority	Potential for complaints, fines, qualified audit report	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk if precept is not paid on time	Inability to provide services or pay staff salaries and other contractual liabilities	1	3	Medium (3)	MPC aims to hold 6 months of running costs in general reserve in line with its Reserves Policy. This is monitored in the monthly comparative report.
F3	An adequate record of the Council's assets is not maintained	Potential theft or misappropriation of assets. Assets could fall into disrepair. Assets may be inadequately insured.	1	3	Medium (3)	Asset register in place, regularly updated and reviewed annually. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings undertaken in 2025 repeated every 5 years.
F4	The PC has insufficient money ring-fenced in Asset Management Reserves	Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact.	2	3	High (6)	Full asset register in place. Ongoing maintenance spend requirements included in precept. MPC is building up the Asset Management Reserve and linking it to a professionally determined asset renewal programme. Propose to commission an up to date report highlighting required works and planned maintenance schedule for the next 5 years. Maintenance Committee prioritise and monitor maintenance spend monthly.

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FINANCIAL RISK ASSESSMENT – 2025-2026

F5	Cash is lost through theft/misappropriation	Funding shortfall. Adverse publicity.	1	1	Low (1)	Limited cash held and banked promptly. Controls over dealing with cash. Petty cash float no longer required. Fidelity Guarantee (insurance).
F6	Failure to ensure proper use of funds under S137	Total S137 expenditure could exceed statutory limit for MPC	1	1	Low (1)	Current Clerk working towards qualification.. Powers for grant approvals minuted as required.
F7	Proper financial records are not kept	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO in place. Regular finance reports submitted at meetings. Two internal audit visits per year.
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. Regular budget progress reports/monitoring. Reserves of 6 mths running costs.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners.	1	3	Medium (3)	RFO in place. Rigorous precept setting process followed. Adequacy of reserves considered when setting precept. Regular budget monitoring throughout the year.
F10	Failure to allow for impact of high inflation on precept	Inadequate budget to effectively carry our planned services	2	2	Medium (3)	Best estimate inflation built into precept. Draft precept reviewed by FGGC and MPC. Reserves in place.
F11	Failure to maintain an effective bank payments system	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank reconciliations by MPC member. Regular budget monitoring. Fidelity Guarantee (insurance)
F12	Loss of funds due to bank failure	Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Investment policy in place. Try to limit £85k per financial institution. Spread of investments among different financial institutions. Consider credit rating of financial institutions.

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FINANCIAL RISK ASSESSMENT – 2025-2026

F13	Failure to collect income from customers	Funding shortfall which needs to be met from elsewhere.	1	1	Low (1)	Responsibility for collection of debts defined – separation of duties. Budget monitoring. Procedures to chase outstanding debts.
	Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere.	1	3	Medium (3)	Longstanding tenant. Reserves of 6 months to cover any income shortfall.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces)	Failure in duty of care to parishioners. Adverse publicity. Increased insurance premiums.	2	2	Medium (4)	Wardens regularly inspect and repair assets. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.
F15	New employees in key officer roles	Loss of funds through staff error or fraud.	1	2	Low (2)	Staff continuity in key officer roles. Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Staff training and performance reviews. Fidelity guarantee (insurance).
F16	Melbourn Community Hub Management Committee might not be able to make the Hub financially viable.	The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. Finance reports provided to MPC. Support of Melbourn Community Hub is a key objective of MPC.
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level	The Precept would need to be increased to enable MPC to carry out additional duties.	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans.

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FINANCIAL RISK ASSESSMENT – 2025-2026

F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs	2	2	Medium (4)	Insurance policy is linked to MPC's asset register. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place.
F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment	MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	Policy for appointment & management of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors contractor performance.
F20	Inadequate financial controls around ordering goods and services	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory requirements regarding record keeping.	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up remotely. Computerised finance records are regularly backed up.
F22	Investments made by MPC lose money	The council would have to make the shortfall up from elsewhere	1	3	Medium (3)	Investment strategy in place – low risk investments made and reviewed annually.
F23	Inadequate controls over salaries and associated costs	Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC	1	2	Low (2)	HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR/MPC. Signatories check salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.

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FINANCIAL RISK ASSESSMENT – 2025-2026

F24	Local Government Reorganisation changes level of services provided by MPC	Insufficient funds budgeted for service changes.	2	2	Medium (4)	Negotiation with authority for funds to take on services would be carried out. Authority would provide appropriate time to budget. Potential cost saving from localising services.
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Likelihood Scores	Impact Scores	Risk Rating Scores (Likelihood x Impact)
Low (unlikely) = 1 Medium (possible) = 2 High (highly likely) = 3	Low (negligible) = 1 Medium (moderate) = 2 High (Severe) = 3	Low = 1, 2 Medium = 3, 4 High = 6, 9



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 November 2025

Review Policy: Every 12 months

**TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE
COMMITTEE**

PURPOSE: To set out the rules by which this Committee of the Parish Council will work.

SCOPE: These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations.

1. Membership of the Finance and Good Governance Committee

- 1.1 There will be a maximum of 7 Members.
- 1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.
- 1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

- 2.1 The chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.
- 2.2 The vice-chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

3. Conduct of Meetings

- 3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.
- 3.2 Meetings will be minuted by the Clerk or ~~Assistant~~Deputy Clerk to the Council.

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

4.1 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.

4.2 With the exception of those areas under the remit of the Maintenance Committee; to draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.

4.3 To undertake an annual review of effectiveness of internal audit.

4.4 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and property rental and cemeteries) to be complete by the time of setting the Precept for the next year.

4.5 Investigate alternative funding sources such as grants.

4.6 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.

4.7 Review according to the schedule those policies and procedures delegated to the committee by the full Council.

4.8 Review according to the schedule the risk register, financial risk assessments and any non-financial risk assessments delegated to it by full Council.

4.9 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.

4.10 Review the Asset Register annually to ensure it is kept up-to-date.

4.11 To keep the Council's governance arrangements under review to ensure it continues to follow good practice.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~25 November 2024~~
November 2025

Review Policy: Every 12 months
Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

POLICY AND PROCEDURE: INVESTMENT PLAN 2026-27**2026-27 Investment Plan- (Nov 2025)**

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

Funds Available for Investing

MPC has approximately £827,665 of cash funds available during 2025/26 (see table below):

Bank Account	Terms	Amount 30.09.25
Unity Trust Current	Instant Access	335,698
Unity Trust Savings	Instant Access	186,600
CCLA Public Sector Deposit fund	Instant Access	85,000
Charity Bank	1 year fixed	32,790
Cambs & County	1 Year Fixed	63,057
Nationwide 45 day saver	45-day notice	124,520
		827,665

Source	Balance at 30.09.25	Comments
General Reserve	£204,101 of which £192,765 is equivalent to 6 months expenditure.	Easy access required in case of emergency need – We are only required to maintain 6 months trading; however, this does not consider the remaining spend
Asset Management Reserve	£107,779	Projects to be reviewed
s106 Reserve	£177,059	Have looked at reserves will be bringing a full updated report TO F&GG.

Table of Fund investments to consider:

The table below shows how I believe we can prudently split the funds based on the reserves and the plans. This is not necessarily how it will be split taking into consideration the available accounts and risks.

Source	Instant Access	45 day notice	100 day notice	6 months	1 year
General Reserve	100,000	35,000	37,000	32,101	
Asset Management Reserve		30,000		10,000	67,779
S106 Reserve	5,000	25,353	25,353	25,353	96,000
Other Reserves – (£172,525)	30,000	34,525	36,000	36,000	36,000
Current Asses & Liabilities	166,201				
Total	301,201	124,878	98,353	103,454	199,779
Current Portfolio	607,298	124,520			95,847

This above Recommendation has considered the remaining 2025/26-year plan and potential spend in 2026/27 and is prudently placed.

- The majority of MPC's available funds should be kept readily accessible with a maximum of 100 days notice.
- It should be possible to invest for longer terms based on plans and obligations part of the AMR, s106 reserve and any reserves which are maintained for periods in excess of 1 year.
- The Investment Plan should be reviewed as MPC's plans for spending s106 and AMR and obligations are agreed to ensure that funds are available when required.
- It should be appropriately placed in line with the village plan and strategy.

Economic Climate

Bank of England base rate is currently 4% the next review is the 6th November 2025 it is predicted that this will remain after the budget announcements made. It is expected to fall by the end of 2026. Current position – 03 November 2025

MPC has £305,367 invested in four accounts – see breakdown below.

Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 28 Feb 2024)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund* (money market fund)	£85,000	On demand	4.03%	n/a	AAAmmf (Fitches) Unchanged
Nationwide (issue 1)	45 day Members Business Saver deposit account	£124, 520	45 days	2.65%	Y	AA3 (Moody's) Unchanged
Charity Bank	40 day ethical notice	£32,790	40 day	3.06%	Y	-
Cambs & County	1 Year Fixed	£63,057	1 year	4.35%	Y	

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

Investment Options for remainder 2025/26

A review of available investments, open to Parish Councils, which meet MPC's Investment Strategy requirements was undertaken

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

Institution	Product	Minimum Investment	Notice Period	Yield (at Feb 2023) Fixed/Variable	FSCS Yes/No	Credit Rating
Charity Bank	Ethical 40 day notice	£1,000	40 days	2.91%V for bals>£25k 3.06%	Y	-
Charity Bank	Ethical 1-Year Business Fixed Rate	£10,000	Matures 1 Year	3.61% F	Y	-
Charity Bank	Ethical 100-day notice	£1,000	100 days	2.94% >£25,000 3.09%	Y	-
Cambridge & Counties Bank	1 yr fixed rate business bond	£50,000	Matures 1 yr	4.20% F	Y	-
Cambridge & Counties Bank	31 day notice	£10,000	31 days	3.80% variable	Y	
Cambridge & Counties Bank	95 day notice	£10,000	95 days	4.20% variable	Y	
Cambridge & Counties Bank	6 months fixed rate bond	£10,000	Matures 6 months	4.25% fixed	Y	

MPC currently has £305,367 invested.

The available additional funds for investment is approximately £221,097.

There are a number of accounts that are not suitable for parish councils so spreading the risk is difficult. We hold a large amount in Unity Trust Bank, which we are to move to CCLA.

Of MPC's existing investment accounts, CCLA is performing well and Nationwide is currently lower than compared to the best new offerings. The Cambs & County investment is performing well.

Cambridge & Counties Bank are offering good returns although one account requires 95 days they only do from 1 year fixed. CCLA offers instant access with a higher yield, however there is risk attached to this account. Cambridge & Counties 1- year fixed rate business bond is the best return currently available to Parish Councils.

Other High street banks do offer savings accounts and the interest rate is significantly lower. This will reduce the overall risk.

Investment Plan Recommended for remainder of 2025/26:

CCLA PSDF – this investment is currently performing well. MPC has an investment by of £85,000. Note that this investment is not the same as a bank deposit. The additional amount from Unity will be moved.

Nationwide 45 day business saver – MPC should reduce the amount held in the account to the FSCS limit of £85,000. – We have requested this but we are having issues with the bank.

Charity Bank 40 days – This account holds £31,270 and should remain.

Cambridge & Counties Bank 1 year fixed bond – this investment will be renewed in November 2025 with and increased to £100,000.

For agreement:

Approach other banks to review the offerings to spread the risks, review the Nationwide account.

We are proposing to explore the possibility of investing in an asset within the community. This would reduce the risk of the £85k and bring in a different type of revenue stream – possibly higher than bank interest rates.

Does reduce the liquidity of not being cash and exposure to more maintenance. Does allow the Parish to ensure it is used for the right reasons.

Consider the village plan inline with the current spread.

Consider RFO becoming a signatory to ensure that the money can be effectively dealt with.

Liquidity breakdown of suggested investments:

	Instant Access	40-45 days	100 days	6 months	1 year
% of funds	36%	15%	12%	13%	24%

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

All investments should be reviewed in March 2026 subject to maturity of bonds or earlier if there is a significant change in interest rates, perceived risk of financial institution failure or economic climate.

MELBOURN PARISH COUNCIL

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