



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

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## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 14 January 2026 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, Barnes, Clark (Chair), Coulman, Cowley, Davey, Hart, Kilmurray, Kyprianou, Wilson

**Absent:** Cllrs Campbell, Kanagarathnam

**In attendance:** Abi Williams (Clerk), District Cllr Hales, Jeannie Seers (Melbourn Community Hub Management Group (MCHMG), one member of the public (MOP)

### PARISH COUNCIL MEETING: MINUTES

*Meeting started 19:32*

**PC142/2526 To receive and approve apologies for absence**

Apologies received from Cllrs Redelinghuys, and County Cllr Bostanci all with acceptable reasons. It was RESOLVED to accept apologies of absence from Cllrs Redelinghuys, and County Cllr Bostanci.

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

**PC143/2526 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 PC148 2526b & g) and items PC158 2526a-e).

Cllr Kyprianou declared an interest in item PC158 2526c).

Cllr Cowley declared an interest in items PC153 2526d & e) and PC155 2526a).

Dispensation was granted to remain for discussion but not vote.

**PC144/2526 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). If required, written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

One member of the public present.

**PC145/2526 To report back and approve the minutes of the Parish Council meeting held on 26 November 2025**

It was RESOLVED to approve the minutes of the Parish Council meeting held on 26 November 2025 as an accurate record with nothing to report.

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

**PC146/2526 To report back and approve the minutes of the Parish Council meeting (Community Benefit Grants) held on 3 December 2025**

It was RESOLVED to approve the minutes of the Parish Council meeting held on 3 December 2025 as an accurate record with nothing to report.

Proposed by Cllr Hart, seconded by Cllr Alexander.

In favour: Alexander, Barnes, Clark, Coulman, Cowley, Hart, Kilmurray, Kyprianou, Wilson

Against:

Abstain: Cllr Davey.

**PC147/2526 To receive reports from the District and County Cllrs for Melbourn**

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

A verbal report was received from District Cllr Hart. Highlight was made the importance of reporting highways issues on the reporting tool (<https://highwaysreporting.cambridgeshire.gov.uk/en-gb>) through Cambridgeshire County Council. It was confirmed that South Cambridgeshire District Council will not be requesting the postponement of elections due in May 2026. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC148/2526 Finance Matters**

- a) To receive finance report covering November and December 2025.  
Comparative financial reports for November and December 2025 received.
- b) To consider approving invoices relating to healthcare at the Hub.  
It was RESOLVED to approve invoice 1779 at a cost of £140.00 from the remaining funds held.  
Proposed by Cllr Davey, seconded by Cllr Alexander.  
In favour: Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Wilson  
Against:  
Abstain: Cllr Kilmurray.
- c) To note payment of invoice to Smith of Derby for £313.20 to service the All Saints Clock under the power Section 2 of the Parish Councils Act 1957, granting parish councils the authority to provide, maintain, and light public clocks within the parish.  
Payment noted.
- d) To note direct debit payment of £345.00 for vehicle tax for parish van.  
Payment noted.
- e) To note payment of invoice to Melbourn Garage for £464.59 to complete works to parish van as part of MOT.  
Payment noted.
- f) To consider approving the retrospective approvals list for December 2025.  
It was RESOLVED to approve the retrospective approvals for December 2025.  
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.
- g) To consider approving payment of annual licence fee to Melbourn Community Hub at a cost of £15,000.  
It was RESOLVED to approve the payment of the annual licence fee of £15,000 to Melbourn Community Hub.  
Proposed by Cllr Barnes, seconded by Cllr Cowley.  
In favour: Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Wilson  
Against:  
Abstain: Cllr Kilmurray.
- h) To note Community Benefit Grant monies for 2025/26 have been allocated and report sent to Melbourn Solar Limited (Quintas). Remaining £4,950.10 proposed to Melbourn Solar to be carried over to 2026/27 round.  
Report noted. ACTION: Office to confirm with Melbourn Solar Limited the expectations of grant provision, reporting and appropriate use of monies.
- i) To note approvals for January will be retrospective due to early date of January meeting.  
Noted.
- j) To consider recommendation by Finance & Good Governance to increase Little Hands rent to £28,107 for 2026/27 (2025/26 £27,000) and to review in 12 months (FG037 2526).  
It was RESOLVED to approve the Finance & Good Governance recommendation to increase Little Hands rent to £28,107 for 2026/27. The office will advise Little Hands accordingly.  
Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.
- k) To consider recommendation by Finance & Good Governance to appoint CAPALC as internal auditor and to accept charges quoted. Final cost to be reported to council on completion.  
It was RESOLVED to approve the Finance & Good Governance recommendation to appoint CAPALC as internal auditor and accept charges as quoted.  
Proposed by Cllr Hart, seconded by Cllr Davey. All in favour.

**PC149/2526 Bank Reconciliations**

- a) To note bank reconciliation for December 2025.  
It was duly noted that the bank reconciliation for November and December 2025 had been completed.

**PC150/2526 2026/2027 Precept**

- a) To receive summary of precepted items as reviewed and recommended by the Finance & Good Governance Committee (FG039/2526b).

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

The summary was presented by the RFO with explanation given around key points. Confirmation of the increase of tax base<sup>1</sup> figures was provided as increase to 2257.8 (increase of 39.4 on 2025/26).

- b) To consider setting the precept for the financial year 2026/27 at £367,776 (2025/26 £350,217) as recommended by the Finance & Good Governance Committee (FG039/2526b).

It was RESOLVED to approve the precept for financial year 2026/27 as recommended by Finance & Good Governance Committee with an increase of 5.01% to £367,776 (estimated monthly increase of £0.50 per month per band D household, approx. 3.2% increase on previous year).

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

**PC151/2526 Clerks Report**

Report received. Highlighted the importance of reporting issues on highways reporting tool after meeting with Public Rights of Way Officer from Cambridgeshire County Council. Confirmed Local Highways Improvement Scheme Project Manager visited Orchard Road during busy school drop off and will be assigning a Designer to the project in early spring, public consultation to follow. A reminder that the Active Travel survey was now open for Fowlmere Rd / Mill Rd, details can be found on the website. *A full copy of the report can be found in the supporting documents for this meeting.*

**PC152/2526 Governance**

- a) To receive updates and consider actions.

None received.

**PC153/2526 Correspondence**

- a) To consider response to Ministry of Housing, Communities and Local Government re impact of postponing local elections on Parish Council elections to be held in May 2026.

Covered in the previous report from District Cllr Hart. No action required from Parish as District elections are likely to proceed.

- b) To receive and consider offer from South Cambridgeshire District Council for a free blossom tree to commemorate and honour those affected by the Covid-19 pandemic.

It was RESOLVED to accept the offer from South Cambridgeshire District Council for a free blossom tree to commemorate the Covid-19 pandemic. Location to be decided.

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

- c) To consider request from Melbourn Village College to use the Pavilion as a designated hub for their evacuation planning as part of their Business Contingency Plan.

It was RESOLVED to approve the request from Melbourn Village College to use the Pavilion, free of charge, as a designated hub for their evacuation plans. ACTION: Office to draw up agreement of use for review and approval by Full Council.

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

- d) To consider request from 1<sup>st</sup> Orwell Scouts to use the Pavilion and The Moor recreation ground for an overnight sleep out in support of a homeless charity on Friday 20 March 2026.

It was RESOLVED to approve the request for 1<sup>st</sup> Orwell Scouts to use the Pavilion and The Moor recreation ground, free of charge, for an overnight sleep out as above.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, Kyprianou, Wilson

Against:

Abstain: Cllr Cowley.

- e) To consider action for request by 1<sup>st</sup> Orwell Scouts to use the Pavilion on 11 March and 15 April between 19:00 – 21:00 for training of young leaders.

It was RESOLVED to approve the request for 1<sup>st</sup> Orwell Scouts to use the Pavilion, free of charge, for training of young leaders as above.

Proposed by Cllr Hart, seconded by Cllr Davey.

In favour: Alexander, Barnes, Clark, Coulman, Davey, Hart, Kilmurray, Kyprianou, Wilson

Against:

Abstain: Cllr Cowley.

- f) To receive updates and consider actions.

None received.

**PC154/2526 Maintenance Matters**

- a) To receive updates and consider actions.

None received.

**PC155/2526 Planning Matters**

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<sup>1</sup> Tax base is the average number of band D equivalent properties within your Town/Parish.

- a) To consider draft agreement with 1<sup>st</sup> Orwell Scouts for written permission to build on / use land at Old Rec.  
Agreement in principle agreed. ACTION: Agreement to be drafted and approved legally and then shared for resolution with Full Council. ACTION: Office to confirm Diocese involvement with land and confirm any covenants.
- b) To note TTRO 26-10243 for road closure of High Street (proposed works to be carried out between 09:30 and 15:30 16 February 2026).  
TTRO noted.
- c) To receive updates and consider actions.  
None received.

**PC156/2526 Community Hub**

*The Chair altered the order of the agenda.*

- d) To receive update from Management Group and consider actions.  
Jeannie Seer and Jose Hales of the MCHMG presented a report and took questions from Cllrs. *A full copy of the report can be found in the supporting documents for this meeting.* Highlight was made of the importance of the Healthcare at the Hub (HAH) initiatives and the positive impact this has on the community and the healthcare providers. Cllr Davey suggested confirmation from Melbourn Solar Limited as to whether HAH could be funded through Community Benefit Grants if needed. ACTION: Office to clarify. MCHMG invited Cllrs to join them at the next, and any future, management meetings.
- a) To consider replacement of chairs for café.  
Three relevant quotes were reviewed and questions addressed.  
It was RESOLVED to purchase suitable replacement chairs for use in the community café from Strictly Tables & Chairs at a cost of £6,174.60 under the condition that the supplier provide confirmation of the warranty and replacement procedure as advised in their terms and conditions and that the MCHMG confirm the procedure and suitable recording of the chair checking process. Funds to be taken from the Community Hub unplanned maintenance budget.  
Proposed by Cllr Davey, seconded by Cllr Coulman.  
In favour: Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kyprianou, Wilson  
Against:  
Abstain: Cllr Kilmurray.
- b) To report email vote and costs associated with fix to stairlift (Processed under Financial Regulations 5.15).  
Report noted as spend to Stannah to complete supply and install of part for stairlift at a cost of £1,202.80+VAT.
- c) To receive report on request to move office space within the Community Hub.  
Report received.
- d) To receive update from Management Group and consider actions.  
*Agenda item moved, see above.*
- e) To receive updates and consider actions.  
None received.

*MCHMG representatives left the meeting 20:49*

**PC157/2526 Health, Safety, Accessibility and Wellbeing**

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

**PC158/2526 Melbourn Timebank and Community Coordinator report**

- a) To receive the Timebank monthly report for December.  
Report received with thanks.
- b) To note any Timebanking expenses.  
None received.
- c) To reconsider purchase of suitable phone for Timebank and Community Coordinator.  
It was RESOLVED to purchase a suitable phone for use by the Timebank and Community Coordinator up to the value of £300.  
Proposed by Cllr Davey, seconded by Cllr Coulman.  
In favour: Alexander, Barnes, Clark, Coulman, Cowley, Davey, Hart, Kilmurray, Wilson

Against:  
Abstain: Cllr Kyprianou.

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

**PC159/2526 To consider a motion to support our commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people through MAYD or another relevant committee.**

It was RESOLVED to support our commitment to understanding our community by progressing with a project to review assets with a view to develop and improve resources for younger people through MAYD or another relevant committee. ACTION: Initial project scope to be investigated by MAYD committee and Full Council.

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

**PC160/2526 To receive an update from the MAYD Joint Committee**

- a) To consider approval of changes to MAYD Terms of Reference to reflect up to date practices and increase Councillor numbers on committee as approved and recommended by MAYD Joint Committee (MAYD10/2526).

It was RESOLVED to approve the changes to MAYD Terms of Reference as above including the correction to section 14 of appendix 2, *DBS not DPS*.

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

- b) To confirm date for next committee meeting.  
Confirmation will be sent out – expected to be Thursday 5 February 2026, 7.30pm.
- c) To receive the Connections Bus termly report.  
Report received.
- d) To consider agreement to pay increase costs of 5% for Connections Bus as recommended by MAYD Committee. (MAYD08/2526b). Increasing from 2025/26 £348 to 2026/27 £366 per session. It was RESOLVED to approve the increase of 5% for Connections Bus as stated above. Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

**PC161/2526 To receive an update from the Futures Working Committee**

- a) To receive updates and consider actions.  
Progress with Local Highways Improvement scheme noted.

**PC162/2526 HR Matters**

- a) To receive updates and consider actions.  
HR panel noted support of Parish Office in ensuring suitable office space.

**PC163/2526 Policies**

- a) To consider accepting updates to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) as recommended by Finance & Good Governance (FG040/2526a). It was RESOLVED to accept the updates to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06). Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.
- b) To consider accepting update to the Risk Management Policy (Document 4.19) as recommended by Finance & Good Governance (FG040/2526b). It was RESOLVED to accept the update to the Risk Management Policy (Document 4.19). Proposed by Cllr Wilson, seconded by Cllr Barnes. All in favour.

**PC164/2526 Chairs Announcements**

None received.

**PC165/2526 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, **Wednesday 21 January 2026** and **Wednesday 11 February 2026** at 7.30pm  
The dates of the next Planning Committee meetings were noted as 21 January and 11 February 2026.
- b) Maintenance Committee Meeting, **Wednesday 28 January 2026** and **Wednesday 18 February 2026** at 7.30pm  
The dates of the next Maintenance Committee meetings were noted as 28 January and 18 February 2026.
- c) Full Parish Council Meeting, **Wednesday 25 February 2026** at 7.30pm  
The date of the next Full Parish Council meeting was noted as 25 February 2026.

Meeting closed: 21:14

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



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Melbourn Community Hub  
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SG8 6DZ

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## 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 14<sup>th</sup> edition of Local Council Administration from SLCC bookshop.  
It was RESOLVED to retrospectively approve the spend of £149.40 with SLCC bookshop for the 14<sup>th</sup> 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 19<sup>th</sup> 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*



🏠 **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 3 December 2025 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

*Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk*

**Present:** Cllrs Alexander, Campbell, Clark (Chair), Coulman, Hart, Kyprianou

**Absent:** Cllr Redelinghuys

**In attendance:** Abi Williams (Clerk), six members of the public (grant applicants)

### PARISH COUNCIL MEETING – Community Benefit Grants: MINUTES

*Meeting started 19:31*

#### **PC135/2526 To receive and approve apologies for absence**

Apologies were received from Cllrs Barnes, Cowley, Davey, Kanagarathnam, Kilmurray, Wilson with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Barnes, Cowley, Davey, Kanagarathnam, Kilmurray and Wilson.

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

#### **PC136/2526 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.*

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

Declaration of interest were made by Cllr Coulman for item PC140/2526d) as they are the applicant for the grant. Dispensation was granted to remain for discussion of the item but not to vote.

#### **PC137/2526 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). If required, 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 in attendance as representatives for the grant funding applications.

#### **PC138/2526 To report back and approve the minutes of the Parish Council meeting held on 26 November 2025**

Item deferred due to insufficient time to review the draft minutes.

#### **PC139/2526 To note report on previous Community Benefit Grants**

- To receive reports from Community Benefit Grants 2024/25

The report was noted.

- To receive report of historical payments through Community Benefit Grants

The report was noted.

*Order of consideration was altered to allow attendee to leave the meeting early – minutes reported in agenda order.*

**PC140/2526 To consider applications for Community Benefit Grant funding:**

- a) **Home-start Royston & South Cambridgeshire** **Awarded £ 4,247.82**  
A representative was in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£4,247.82** to Home-start Royston & South Cambridgeshire.  
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- b) **Melbourn Baptist Church** **Awarded £ 2,153.99**  
A representative was in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£2,153.99** to Melbourn Baptist Church.  
Proposed by Cllr Coulman, seconded by Cllr Alexander. All in favour.
- c) **Melbourn Squash Club** **Awarded £975.00** (Requested £1,300.00)  
A representative was in attendance and answered questions on the project. 75% of funds requested were awarded to represent the % of people that benefit being Melbourn parishioners.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£975.00** to Melbourn Squash Club.  
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- d) **Mix Music** **Awarded £6,560.00** (Requested £ 8,200.00)  
Two representatives were in attendance and answered questions on the project. 80% of funds requested were awarded to represent the % of people that benefit being Melbourn parishioners.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£6,560.00** to Mix Music.  
Proposed by Cllr Campbell, seconded by Cllr Kyprianou.  
In favour: Alexander, Campbell, Clark, Hart, Kyprianou  
Against:  
Abstain: Cllr Coulman
- e) **Relate Relationship Counselling East Anglia** **Awarded £ 0** (Requested £ 4,850.00)  
Please note correction of name as published on agenda.  
A representative was in attendance and answered questions on the project. Further information was needed to confirm the % of people that funds would benefit being Melbourn parishioners.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of the appropriate % of £4,850.00 to Relationship Counselling East Anglia once further information was provided. If this number was to fall below 75% and be detrimental to the service continuing further consideration would be taken over email decision and reported at the next relevant meeting.  
Proposed by Cllr Hart, seconded by Cllr Coulman. All in favour.  
*After discussion with Relationship Counselling East Anglia post meeting, it was decided to withdraw their application from this round of Community Benefit Grant funding and reapply in the future.*  
*Grant applicant left the meeting 19:49*
- f) **Turn on to Christmas** **Awarded £ 1,280.00**  
A representative was in attendance and answered questions on the project.  
It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of **£1,280.00** to Turn on to Christmas.  
Proposed by Cllr Campbell, seconded by Cllr Coulman. All in favour.  
*Five members of the public left the meeting 20:30*

**PC141/2526 To note the dates of the upcoming meetings as:**

- a) Planning Committee Meeting, **Wednesday 10 December 2025** at 7.30pm  
The date of the next Planning Committee meeting was noted as Wednesday 10 December at 7.30pm.
- b) Finance & Good Governance Committee Meeting, **Tuesday 16 December 2025** at 7.30pm  
The date of the next Finance & Good Governance meeting was noted as Tuesday 16 December at 7.30pm.
- c) Full Parish Council Meeting, **Wednesday 14 January 2026** at 7.30pm  
The date of the next Full Parish Council meeting was noted as Wednesday 14 January at 7.30pm.

*Meeting closed 20:32*

**Happy New Year everyone 😊**

### **Level Crossing at Meldreth Road, Shepreth**

With the works completed a week earlier than scheduled, allowing the road closure to be lifted, the new double barriers and the associated CCTV equipment at the level crossing on Meldreth Road are now in full operation.

Network Rail has now written to stakeholders to say that they will continue to be available to discuss issues that may arise, and that they will work with the local authority and community representatives to monitor the performance of the crossing and any associated impacts. Please let us know if there are any concerns.

The Community Rail Partnership has organized a visit for Meldreth and Shepreth Parish Councils to the Foxton and Cambridge Signal Boxes on Feb 6, for a closer examination of the barrier management system.

### **Local Highway Improvements**

A reminder that applications for the 2026/2027 LHI round close at 5:00PM on Friday 16 January.

### **Winter gritting**

The winter service has been in operation since 1 November 2025, and will continue until 15 April. Several days of continuous low temperatures triggered treatment of secondary gritting routes on Friday 2 January.

### **Buses**

We have continued to receive much feedback about how the 17 (and 26) bus services in Meldreth (and Melbourn) may be improved, which we have forwarded to the Mayoral Combined Authority as responsible Transport Authority. As a result, the Combined Authority has now called a meeting with the current operator A2B to discuss the feedback.

Thanks to an increase in the Transport Levy the Mayoral Combined Authority receives from the County Council and Peterborough, the popular Tiger Pass will now continue to be available until March 2027. It offers bus fares for just £1 for those under 25.

A meeting of the Cam Valley Bus User Group will be organised soon. Please contact us if you want to be invited or would like to join the mailing list.

### **Local Government Reorganisation (LGR) Cambridgeshire & Peterborough Consultation**

The government has now confirmed that the public consultation on LGR for our area will start in early February, and last for seven weeks. There will be statutory consultees (yet to be confirmed) but the general public will be invited to respond. We will include a link to this in a future report.

### **Local Authority Elections May 2026 (South Cams District Council)**

As a consequence of the Local Government Reorganisation, just before Christmas the government wrote to all local authorities about next May's elections. Because of the short time between the 2026 elections and those for shadow Unitary Councils planned for 2027 they have invited local authorities in England to request the cancellation of their May 2026 elections. This has divided opinion, with some people thinking that a postponement would be undemocratic and, at the other end of the spectrum, there are concerns that the voting public might be turned off by having two local elections within 12 months of each other; a real concern since only around 30% of the electorate turns out for local elections at the best of times.

Cambridge City Council and South Cambridgeshire District Council plan for 2026 local elections to go ahead and will not be asking the Secretary of State to postpone.

### **SCDC pledges £900,000 to local organisations through 3-year Service Support Grant funding**

SCDC has just committed Service Support Grant funding of £300,000 a year to local groups to underpin the delivery of services to support people with their mental health, independent living, advice services, and to help residents through the cost-of-living crisis.

SCDC's Service Support Grant funding has almost doubled compared to the previous budget, made possible by prudent management of the council's finances and a recognition of the acute need for these services.

Grant recipients include:

- **Royston and District Community Transport (RDCT) – £7,000 per year to maintain accessible transport for those who need it most.**
- Over Day Centre – £30,000 per year to provide a transport and hospital discharge support service for older residents.
- For Citizens Advice centres that serve South Cambs residents – £105,000 per year to provide free, confidential advice services to residents.
- Disability Huntingdonshire – £12,998 per year to support South Cambs people with disabilities to live independently.
- Cambridge Rape Crisis Centre – £10,000 per year to deliver specialist support for survivors of sexual violence.
- Support Cambridgeshire (CCVS) – £20,000 per year to strengthen the voluntary and community sector in the district.
- Hope Against Poverty CIC – £14,400 per year to provide a Wellbeing Programme for people experiencing anxiety, bereavement, or social isolation.

More information, including the full list of grant recipients can be found here: <https://tinyurl.com/exbkw6eu>

### **National Planning Policy Framework (NPPF) – new planning reforms**

The government has launched a consultation on its proposals for reform of the NPPF and will run until March. The consultation can be found [here](#). The councils' planners will be digesting the proposals and will respond in the new year. We will report these comments to you when we can

As ever, please do not hesitate Adam, Jose or Sally Ann if you have any queries.

**Melbourn Parish Council**  
**Responsible Financial Officer's Report – November 2025**

**Prepared by:** Shelley Coulman, RFO

**Date:** November 2025

---

## 1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of November 2025, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to 30<sup>th</sup> November 2025 and includes any future commitments recorded in December. These have been produced using the council finance system.

## 2. Income Overview

- **Total income to date:** £335,350
  - Income £452,089
  - Deferred Income (£116,739)
  - Total Income £335,350
- **Key income item:** The primary source of income remains the precept payment received in April to November. The amount reflects 8 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £116,739 has been deferred to be released 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. We have invested more funds into the CCLA and are set to receive a better return on the investment.
- 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:** £303,316
  - Expenditure £310,342
  - Accruals £11,333
  - Prepayments (£18,359)
  - Total Income £303,316

- This represents approximately 78.6% 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.
- **Audit Fees** – Audit Fees look overspent, this is due to accruing the audit fees for 2025/26.
- **Legal Fees** – Overspend may be able to offset against parish planning which is underspent.
- **Grounds maintenance** – seasonal activities are reflected in spend levels. – Some areas moved to Village maintenance contract.
- **Software licenses** – Cost to add a new user and retain Edge during transition to Rialtas.
- **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 this has been moved to the reserves.
- **Tree and Hedge Work planned** – This has been underspent as we are awaiting the outcome of the tree survey.

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 30<sup>th</sup> November 2025:** £776,419 of which £522,073 relates to immediately available cash and £254,380 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.

- The general reserve of £207,647 remains healthy and covers 6.4 months of operating expenditure.

## **6. Summary and Recommendations**

The Council's financial position as of the end of November 2025 remains strong. Spending is higher than the annual budget but movements on reserves indicate an overall underspend. Interest and capital spend on the loans not being apportioned appropriately through the year and some expenses are being correctly accrued since the move to the new finance system. 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 &amp; Expenditure by Budget 16/12/2025

Month No: 8

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>						
1000 Interest Received	5,050	6,000	950			84.2%
1076 Precept	233,478	350,217	116,739			66.7%
1200 Allotment Rent received	3,267	3,154	(113)			103.6%
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	18,000	27,000	9,000			66.7%
1610 Misc Income	59,360	0	(59,360)			0.0%
<b>Total Income</b>	<b>335,350</b>	<b>398,536</b>	<b>63,186</b>			<b>84.1%</b>
<b><u>Overhead Expenditure</u></b>						
4000 Salaries & Pensions	88,467	135,348	46,881		46,881	65.4%
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	3,196	2,500	(696)		(696)	127.8%
4070 Timebank Expenses	1,097	587	(510)		(510)	186.8%
4100 Audit Fees	3,089	2,000	(1,089)		(1,089)	154.4%
4105 Legal & Professional Fees	1,000	0	(1,000)		(1,000)	0.0%
4110 Insurance	6,381	13,948	7,567		7,567	45.8%
4115 Memberships & Subscription	1,636	1,706	70		70	95.9%
4120 Parish Clock	0	447	447		447	0.0%
4125 Broadband & Telephone	131	177	46		46	74.1%
4130 Computer & IT	905	2,802	1,897		1,897	32.3%
4140 Software Licences	5,096	4,012	(1,084)		(1,084)	127.0%
4150 Printing Postage & Stationery	801	1,370	569		569	58.4%
4155 Office Costs	4	0	(4)		(4)	0.0%
4170 Office Rent	10,000	15,000	5,000		5,000	66.7%
4175 Subcontractors	4,080	9,846	5,766		5,766	41.4%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	350	758	408		408	46.1%
4200 Bank Charges	253	226	(27)		(27)	112.1%
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	8,155	0	(8,155)		(8,155)	0.0%

## Income &amp; Expenditure by Budget 16/12/2025

Month No: 8

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	144	2,677	2,533		2,533	5.4%
4230 Van - Tax, MOT, Fuel, Repairs	792	647	(145)		(145)	122.4%
4235 Wardens Materials	325	0	(325)		(325)	0.0%
4240 Wardens Equipment	162	1,539	1,377		1,377	10.6%
4315 Maintenance & Reps - Planned	7,472	10,061	2,589		2,589	74.3%
4320 Maintenance & Reps- Unplanned	16,149	18,100	1,951		1,951	89.2%
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	796	1,026	230		230	77.6%
4410 Nature Reserve management plan	284	513	229		229	55.4%
4420 Grounds Maintenance - Unplanned	1,440	3,058	1,618		1,618	47.1%
4430 Grounds Maintenance - Planned	860	8,091	7,231		7,231	10.6%
4500 Rates	11,169	17,616	6,447		6,447	63.4%
4505 Electricity	2,406	6,227	3,821		3,821	38.6%
4510 Water	741	1,145	404		404	64.7%
4605 Refuse & Dog Bin Collection	5,090	6,442	1,352		1,352	79.0%
4635 Village Maintenance Contract	25,006	34,177	9,171		9,171	73.2%
4640 Melbourn Dynamo's Power Pitch	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	1,450	1,026	(424)		(424)	141.3%
<b>Total Overhead</b>	<b>303,316</b>	<b>385,660</b>	<b>82,344</b>	<b>0</b>	<b>82,344</b>	<b>78.6%</b>
<b>Total Income</b>	<b>335,350</b>	<b>398,536</b>	<b>63,186</b>			<b>84.1%</b>
<b>Total Expenditure</b>	<b>303,316</b>	<b>385,660</b>	<b>82,344</b>	<b>0</b>	<b>82,344</b>	<b>78.6%</b>
<b>Net Income over Expenditure</b>	<b>32,035</b>	<b>12,876</b>	<b>(19,159)</b>			
plus Transfer from EMR	72,998	0	(72,998)			
less Transfer to EMR	58,064	0	(58,064)			
<b>Movement to/(from) Gen Reserve</b>	<b>46,968</b>	<b>12,876</b>	<b>(34,092)</b>			

**Melbourn Parish Council**  
**Responsible Financial Officer's Report – December 2025**

**Prepared by:** Shelley Coulman, RFO

**Date:** December 2025

---

## 1. Introduction

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

## 2. Income Overview

- **Total income to date:** £370,389
  - Income £457,943
  - Deferred Income (£87,554)
  - Total Income £370,389
- **Key income item:** The primary source of income remains the precept payment received in April to December. The amount reflects 9 months of the total amount received so we can closely monitor the expenditure with the correct monthly income. The £87,554 has been deferred to be released over the month in which the income relates.
- Interest continued to perform well however the bank of England have reduced the base rate and is predicted to reduce further in February. The budget did not create any additional concerns for this financial year. The reorganisation of local government does pose a significant risk on the parishes financials and is something we will monitor closely. We have invested more funds into the CCLA and are set to receive a better return on the investment.
- 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:** £347,488
  - Expenditure £350,006
  - Accruals £12,750
  - Prepayments (£15,268)
  - Total Income £347,488

- This represents approximately 90.01% 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.
- **Audit Fees** – Audit Fees look overspent, this is due to accruing the audit fees for 2025/26.
- **Legal Fees** – Overspend may be able to offset against parish planning which is underspent.
- **Grounds maintenance** – seasonal activities are reflected in spend levels. – Some areas moved to Village maintenance contract.
- **Software licenses** – Cost to add a new user and retain Edge during transition to Rialtas.
- **Utilities and premises costs** – in line with expected use.
- **Grants and donations** – small disbursements made to local organisations. £53,070 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 this has been moved to the reserves.
- **Tree and Hedge Work planned** – This has been underspent as we are awaiting the outcome of the tree survey, however tree and hedgework unplanned is overspent and will be offset against the planned work.

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 31<sup>st</sup> December 2025:** £742,083 of which £487,668 relates to immediately available cash and £254,380 held in various investments.
- **Earmarked reserves:** Funds are appropriately allocated to various reserves.

- The general reserve of £210,161 remains healthy and covers 6.5 months of operating expenditure.

## **6. Summary and Recommendations**

The Council's financial position as of the end of December 2025 remains strong. Spending is higher than the annual budget but movements on reserves indicate an overall underspend. Interest and capital spend on the loans not being apportioned appropriately through the year and some expenses are being correctly accrued since the move to the new finance system. 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 &amp; Expenditure by Budget 12/01/2026

Month No: 10

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	6,700	6,000	(700)			111.7%
1076 Precept	262,663	350,217	87,554			75.0%
1200 Allotment Rent received	3,231	3,154	(77)			102.5%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	5,805	2,000	(3,805)			290.2%
1305 Memorials Fees	2,062	525	(1,537)			392.7%
1310 Internment Fees	2,040	1,500	(540)			136.0%
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	20,250	27,000	6,750			75.0%
1610 Misc Income	60,614	0	(60,614)			0.0%
<b>Total Income</b>	<b>370,389</b>	<b>398,536</b>	<b>28,147</b>			<b>92.9%</b>
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	99,759	135,348	35,589		35,589	73.7%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	324	591	267		267	54.8%
4060 Staff & Councillor Expenses	167	0	(167)		(167)	0.0%
4065 Training	3,196	2,500	(696)		(696)	127.8%
4070 Timebank Expenses	1,104	587	(517)		(517)	188.1%
4100 Audit Fees	3,255	2,000	(1,255)		(1,255)	162.8%
4105 Legal & Professional Fees	1,000	0	(1,000)		(1,000)	0.0%
4110 Insurance	7,565	13,948	6,383		6,383	54.2%
4115 Memberships & Subscription	1,870	1,706	(164)		(164)	109.6%
4120 Parish Clock	261	447	186		186	58.4%
4125 Broadband & Telephone	145	177	32		32	82.1%
4130 Computer & IT	905	2,802	1,897		1,897	32.3%
4140 Software Licences	6,240	4,012	(2,228)		(2,228)	155.5%
4150 Printing Postage & Stationery	1,051	1,370	319		319	76.7%
4155 Office Costs	42	0	(42)		(42)	0.0%
4170 Office Rent	11,250	15,000	3,750		3,750	75.0%
4175 Subcontractors	4,594	9,846	5,252		5,252	46.7%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	1,287	758	(529)		(529)	169.8%
4200 Bank Charges	301	226	(75)		(75)	133.1%
4205 Grants	53,820	8,550	(45,270)		(45,270)	629.5%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	7,123	6,500	(623)		(623)	109.6%
4208 S106 Expenditure	8,272	0	(8,272)		(8,272)	0.0%

## Income &amp; Expenditure by Budget 12/01/2026

Month No: 10

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	144	2,677	2,533		2,533	5.4%
4230 Van - Tax, MOT, Fuel, Repairs	1,522	647	(875)		(875)	235.3%
4235 Wardens Materials	325	0	(325)		(325)	0.0%
4240 Wardens Equipment	162	1,539	1,377		1,377	10.6%
4315 Maintenance & Reps - Planned	7,472	10,061	2,589		2,589	74.3%
4320 Maintenance & Reps- Unplanned	16,464	18,100	1,636		1,636	91.0%
4350 Christmas Tree/Plants	644	1,430	786		786	45.0%
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%
4365 Tree & Hedge Work - Unplanned	4,577	3,546	(1,031)		(1,031)	129.1%
4370 Project work	796	1,026	230		230	77.6%
4410 Nature Reserve management plan	449	513	64		64	87.5%
4420 Grounds Maintenance - Unplanned	1,440	3,058	1,618		1,618	47.1%
4430 Grounds Maintenance - Planned	2,340	8,091	5,751		5,751	28.9%
4500 Rates	12,565	17,616	5,051		5,051	71.3%
4505 Electricity	2,824	6,227	3,403		3,403	45.4%
4510 Water	1,526	1,145	(381)		(381)	133.3%
4605 Refuse & Dog Bin Collection	5,129	6,442	1,313		1,313	79.6%
4635 Village Maintenance Contract	27,871	34,177	6,306		6,306	81.5%
4640 Melbourn Dynamo's Power Pitch	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	1,537	1,026	(511)		(511)	149.8%
<b>Total Overhead</b>	<b>347,488</b>	<b>385,660</b>	<b>38,172</b>	<b>0</b>	<b>38,172</b>	<b>90.1%</b>
<b>Total Income</b>	<b>370,389</b>	<b>398,536</b>	<b>28,147</b>			<b>92.9%</b>
<b>Total Expenditure</b>	<b>347,488</b>	<b>385,660</b>	<b>38,172</b>	<b>0</b>	<b>38,172</b>	<b>90.1%</b>
<b>Net Income over Expenditure</b>	<b>22,900</b>	<b>12,876</b>	<b>(10,024)</b>			
plus Transfer from EMR	84,645	0	(84,645)			
less Transfer to EMR	58,064	0	(58,064)			
<b>Movement to/(from) Gen Reserve</b>	<b>49,482</b>	<b>12,876</b>	<b>(36,606)</b>			

**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

Cambs

SG8 6DZ

**INVOICE NO.** 1779

**DATE** 17/12/2025

**DUE DATE** 16/01/2026

**TERMS** Net 30

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Catering - buffets, etc</b> Food & drink for the Vaccinators and volunteers during COVID vaccinations on Sunday 14th December.	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				<b>£140.00</b>

**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

**Melbourn Parish Council**  
**S106 expenditure log - /healthcare**

Awarded

30/05/2022 S/2424/18/FL Healthcare Provision  
07/03/2023 Meridian PCN

Awarded	Spent	Balance
14,899.75	14,460.85	438.90
50,000.00	50,000.00	-
		-
<b>64,899.75</b>	<b>64,460.85</b>	<b>438.90</b>



Parish Clerk

18 December 2025

## Your Direct Debit for vehicle tax has been successfully set up / renewed

Dear Parish Clerk

**Vehicle registration number:** **BD67NPG**

Thank you for arranging to pay the vehicle tax by Direct Debit.

Please check that the details below and your payment schedule (over the page) are correct:

[Redacted details]

If the information is wrong, please contact your bank.

**Your bank statement details will show you:**

[Redacted bank statement details]

**Important documents for you to keep:**

- this schedule showing the payment amount(s) and date(s)

**Cancelling your Direct Debit:**

- If you cancel the Direct Debit before you make the first scheduled payment, your vehicle will not be taxed from the date the previous tax ran out (expired).
- You can cancel your single payment Direct Debit once we have taken the scheduled payment.
- If you cancel your monthly Direct Debit before we take a scheduled payment, your vehicle will not be taxed from the end of the month that we took the last successful payment.

**If you tell us you have sold, scrapped, exported or made a Statutory Off Road Notification (SORN), we will cancel your Direct Debit.**

**When it is time to renew your vehicle tax:**

- Your vehicle tax should renew automatically and we will send a new payment schedule.
- You do not need to wait for us to take the first payment before you use the vehicle on the road.

**If you do not pay the agreed Direct Debit, you may get a late licensing penalty and enforcement action taken against you.**

Yours sincerely

[Redacted signature]

Vehicles Service Manager



INVESTORS  
IN PEOPLE

*Buying a vehicle?*  
*The tax is no longer transferable so you must tax it before you use it.*  
[www.gov.uk/vehicletaxrules](http://www.gov.uk/vehicletaxrules)

**Reference number:**



Please make a note of this reference number for any future contact with the DVLA.

**Payment Schedule**

Instalment Number	Payment Date	Payment Amount
1	6 January 2026	£345.00

Total Amount Payable: 345.00

If the above instalment details are incorrect please call us on 0300 790 6802. We are open 8am to 7pm Monday to Friday and 8am to 2pm on Saturday. Otherwise, no further action is required and we'll process your Direct Debit as normal. It is your responsibility to ensure that payments are taken as scheduled above.

Your Direct Debit should automatically renew when the vehicle tax is due. Further information will be sent to you with your payment schedule.

Find more information [www.gov.uk/vehicle-tax-direct-debit](http://www.gov.uk/vehicle-tax-direct-debit)

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit DVLA will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request DVLA to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by DVLA or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when DVLA asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Melbourn Parish Council

No. MEL008

**Invoice I081182**

Date: 11-12-2025 4:38 PM  
Service Advisor: Melbourn Garage  
Job: J067734

**Vehicle**

Registration: **BD67NPG** Mileage: 109426  
Citroen Berlingo 2017 1.6 Diesel - WHITE VIN: VF77BBHW6HJ754724

**Work performed**

**MOT**

Labour	Hrs	Unit Price	VAT %	Net Total
MOT - Carry Out MOT Test - (MOT)	1.00	50.00	0.00	50.00
<b>MOT SubTotal</b>				<b>£50.00</b>

**MOT Repairs**

Labour	Hrs	Unit Price	VAT %	Net Total
EML illuminated, fault with NOX sensor, remove faulty sensor and replace. Reset parameters, clear codes and road test.	1.50	65.00	20.00	97.50

Replace N/S Stop lamp bulb

Parts	Part No	Qty	Unit Price	VAT %	Net Total
Nox sensor	GSF-HEL6PN358307-241	1.00	244.66	20.00	244.66
LLB 380 (Double Filament) N/S Stop Lamp bulb	BULB 380	1.00	3.33	20.00	3.33
<b>MOT Repairs SubTotal</b>					<b>£345.49</b>

**Invoice Total**

VAT Code	Rate %	Net Total	VAT Total	Labour	Parts	VAT
(0)	0.00	50.00	0.00	147.50	247.99	
(1)	20.00	345.49	69.10			69.10
<b>Invoice Total</b>					<b>£464.59</b>	

**Customer Advisories**

**Customer Advisories**  
Offside Registration plate lamp inoperative. Bulb holder missing.

BACS Payments - [REDACTED]

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

Approvals December 2025

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	
		ADO01	Adobe	16.64	3.33	19.97	Lloyds
				16.64	3.33	19.97	
06/12/2025	13213203	BRI001	British Gas	205.41	10.27	215.68	DD
16/12/2025	13312553	BRI001	British Gas	158.47	7.92	166.39	DD
				363.88	18.19	382.07	
01/12/2025	11225	COM001	Rail group - Meldreth, Melbourn, Shepreth and Foxton	750.00	-	750.00	
				750.00	-	750.00	
30/11/2025	21125	DAV001	David William Pettifer - Litterpicker	73.26	-	73.26	
				73.26	-	73.26	
04/12/2025	62 504089 002	DVLA01	Driver & Vehicle Licensing Agency - Van tax	335.00	-	335.00	DD
				335.00	-	335.00	
25/11/2025	266591 LL	FLI001	Flint Cross Service Station - Van diesel	33.34	6.67	40.01	Lloyds
				33.34	6.67	40.01	
28/11/2025	SI 4157	HAC007	Herts and Cambs - Grounds Maintenance	2,864.66	572.93	3,437.59	
12/12/2025	SI4178	HAC007	Herts and Cambs - Boundary hedge	1,480.00	296.00	1,776.00	
				4,344.66	868.93	5,213.59	
25/11/2025	438	JTL009	Jason Trueman - cleaning	122.50	-	122.50	
25/12/2025	447		Jason Trueman - cleaning	210.00	-	210.00	
				332.50	-	332.50	
28/11/2025	23383	Jose Hales	Merlin Mica - Parts for Christmas tree at the cross	21.24	4.24	25.48	
				21.24	4.24	25.48	
04/12/2025	227344	LAN001	Landlife wildflowers	164.99	33.00	197.99	Lloyds
				164.99	33.00	197.99	
01/12/2025	38542	LUC001	Lucid Systems Ltd - IT Support	160.50	32.10	192.60	
				160.50	32.10	192.60	
09/12/2025	11225	MAT001	Matt De Oliveira - Moor Car Park gate	158.00	-	158.00	
				158.00	-	158.00	
11/12/2025	J067734	MEL001	Melbourn Garage - MOT	395.49	69.10	464.59	
				395.49	69.10	464.59	
07/12/2025	317	MWY011	Mark Wyer - Litterpicker	146.52	-	146.52	
				146.52	-	146.52	
11/09/2025	4038	MIX001	Mix Music Trip expenses for 2025	470.36	60.41	564.43	
				470.36	60.41	564.43	
25/11/2025	3179590	NOR001	Norbury's Building & Landscape Supplies - Wardens Materials	7.08	1.42	8.50	
				7.08	1.42	8.50	
27/11/2025	00125 LL	PHI001	Phillimores Garden Centre - Christmas tree lights	95.97	-	95.97	Lloyds
				95.97	-	95.97	
12/12/2025	33347	RIA001	Rialtas Business Solutions Ltd - Asset module	606.25	121.25	727.50	
				606.25	121.25	727.50	165.47 over
04/12/2025	102782469	RIC001	Ricoh UK Ltd - Printer	197.85	39.57	237.42	562.03
				197.85	39.57	237.42	

19/11/2025	GB01312702 SAG001	Sage Global Services Ltd - Payroll Software	17.00	3.40	20.40	Lloyds
			<u>17.00</u>	<u>3.40</u>	<u>20.40</u>	
05/11/2025	ORD5102271 SLC001	SLCC 14th edition local council administration	148.50	0.90	149.40	
			<u>148.50</u>	<u>0.90</u>	<u>149.40</u>	
05/12/2025	138960 SMI001	Smith of Derby Clockmakers - clock maintenance	261.00	52.20	313.20	
			<u>261.00</u>	<u>52.20</u>	<u>313.20</u>	
01/12/2025	6092246695 SOU002	Source for business - Water - New Road	72.29	-	72.29	DD
			<u>72.29</u>	<u>-</u>	<u>72.29</u>	
15/12/2025	1085850676 STA001	Stannah - Stair lift at hub repair	314.68	62.94	377.62	
			<u>314.68</u>	<u>62.94</u>	<u>377.62</u>	
	THR001	Three Business Services - timebank phone and pavilion wifi	21.82	4.36	26.18	DD
			<u>21.82</u>	<u>4.36</u>	<u>26.18</u>	
12/12/2025	232733163 VIST001	Vistaprint B.V. - MACS flyers	52.87	10.57	63.44	Lloyds
			<u>52.87</u>	<u>10.57</u>	<u>63.44</u>	
		Community Grant				
		Home Start	4,247.82		4,247.82	
		Melbourn Baptist Church	2,153.99		2,153.99	
		Melbourn Village College Squash Club	975.00		975.00	
		Mix Music	6,560.00		6,560.00	
		Turn on to Christmas	1,280.00		1,280.00	
			<u>15,216.81</u>	<u>-</u>	<u>15,216.81</u>	
		Cofidential items	<u>11,292.14</u>		<u>11,292.14</u>	
			<u>36,070.64</u>	<u>1,392.58</u>	<u>37,496.88</u>	

**Melbourn Community Hub**

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



# INVOICE

**INVOICE TO**

30 High Street  
Melbourn  
Hertfordshire  
SG8 6DZ

**INVOICE NO.** 1780

**DATE** 07/01/2026

**DUE DATE** 06/02/2026

**TERMS** Net 30

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ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> Annual Licence Fee for 2026	1	15,000.00	15,000.00

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BALANCE DUE

**£15,000.00**

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



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

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

Melbourn Solar Limited  
33 Holborn  
London  
EC1N 2HT

By Email to [REDACTED]@quintasenergy.com

19 December 2025

Dear [REDACTED],

**Black Peak Solar Farm (Council Ref: S/1902/14/FL)** Black Peak Farm, Fowlmere Road, Melbourn, Cambridgeshire, SG8 7PJ

**Munceys Solar Farm (Council Ref: S/1898/14/FL)** Muncey's Farm, London Way, Melbourn, Cambridgeshire, SG8 6DJ

In keeping with the principles of the community benefit money received from you, Melbourn Parish Council has undertaken to support community groups that benefit Melbourn and surrounding areas.

I have detailed below the various groups that have benefitted from community grant funding at the December 2025 funding round:

**Melbourn Parish Council Community Grant Funding Reserve 2025/26**

2025/26	Balance brought forward	£456.67
	<b>Available for distribution 2025/2026</b>	<b>£58,020.33</b>
June 2025	Grants awarded in June 2025	£37,853.42
December 2025	Balance available for distribution	£20,166.91

Home-Start Royston & South Cambridgeshire	£4,247.82
Melbourn Baptist Church	£2,153.99
Melbourn Squash Club	£975.00
Mix Music	£6,560.00
Turn on to Christmas	£1,280.00
<b>Total awarded 3 December 2025</b>	<b>£15,216.81</b>
<i>Balance to carry forward to 2026/27</i>	<i>£4,950.10</i>

As not all the grant monies were allocated on this occasion, we propose the balance of £4,950.10 be carried forward to the 2026/27 funding.

If you require further information please do not hesitate to contact me.

Yours sincerely

*Abi Williams*

Abi Williams  
Clerk

**History:**

**April 2023**

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

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

**April 2024 – No increase**

**April 2025 – No increase**

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

**Considerations:**

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

**Proposal:**

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

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

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

## CRITERIA FOR EFFECTIVE INTERNAL CONTROL

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

## ANNUAL REVIEW OF EFFECTIVENESS

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

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

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

<b>Characteristics of 'effectiveness'</b>	<b>Evidence of Achievement</b>	<b>Areas for Development</b>
Internal audit work is planned	The IA is experienced and has a defined plan	✓
Understanding the whole organisation, its needs and objectives	The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	✓
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon	✓
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action	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	✓

# MELBOURN PARISH COUNCIL

Doc. No.: 4.30  
Version: 2  
Date approved: 26 June 2023  
Review date: 26 June 2026

## 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

## Service Specification

### Introduction

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

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

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

### Internal Auditor Services with a CiLCA Qualified Clerk

#### Independence of the Internal Auditor

CAPALC Ltd will ensure the following.

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

#### Supplier Specification

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

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

Activities and responsibilities include: -

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

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

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

*Ends.*

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<sup>1</sup> Responsible Financial Officer

## Internal Audit Service Complaints Policy and Procedure

### 1. Introduction and Policy statement.

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

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

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

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

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

### 2. Process

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

### 3. Procedure

Stage 1:

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

Stage 2:

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

Stage 3:

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

Stage 4:

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

Stage 5:

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

#### 4. Appeals

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

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

#### 5. External Involvement

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

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

#### 6. Communication

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

## 7. Monitoring and Review Processes

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

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

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

## 8. Registering a comment or compliment.

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

### Compliments:

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

### Comments:

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

## 9. Contact Details

Penny Bryant BA(Hons) FSLCC  
County Executive Officer

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

**CEO telephone number: 07594 766229**

**Internal Audit Service Complaint Form**

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

<b>Signed</b>	<b>Date</b>
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### ACTION TAKEN

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

<b>Signed</b>	<b>Date complaint closed</b>
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## Contract for Service Agreement

**Client:** Melbourn Parish Council

**Address:**

**Contact details:**

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

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

### 1. Common Meanings

In this agreement the following words have the following meanings:

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

### 2. General Provisions

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

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

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

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

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

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

### **3. Service Description**

#### **Brief summary**

The supplier is to provide the following services: -

#### **Internal Audit**

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

The Contract for Service - 2025-2026 Internal Audit.

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

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

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

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

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

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

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

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

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

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

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

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

## **6. Services Provision**

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

This includes ensuring they and their employees or agents are:

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

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

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

## **7. Service Location**

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

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

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

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

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

## **9. Confidentiality**

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

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

## 10. Termination

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

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

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

## 11. Signatures

Signed on behalf of:

CAPALC Ltd P Bryant \_ Date 11<sup>th</sup> November 2025

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

Name:

Date:

**Melbourn precept**

Parish councils are funded by levying a **precept**, which supports their day-to-day operations and enables them to deliver local services and projects. The precept is collected as part of the Council Tax paid by parish residents and represents a small proportion of the overall Council Tax bill received by households each year.

In 2025/26, the precept levied by Melbourn was £350,217.00.

**Are we suggesting an increase to precept this year?**

Yes.

The proposed precept for the coming year is £367,776.00 (2025/26: £350,217.00). This represents an increase of 5.01% compared with last year.

As a minimum, this increase includes inflation of 4.01%, based on the September inflation rate used in the preparation of the budget.

The impact of this increase on a resident's Council Tax bill is estimated to be approximately 50 pence per month for a Band D property.

**Historical rises**

The proposed increase for 26/27 is in line for historical rises in the South Cambs area.

	<b>2022/23 – 2023/24</b>	<b>2023/24 – 2024/25</b>	<b>2024/25 – 2025/26</b>
Average Band D increase for Cambridgeshire & Peterborough	+6.48%	+6.82%	+7.69%
Melbourn precept increase	+3.32%	+4.65%	+6.28%

**Income from sources other than the precept**

Income from sources other than the precept is expected to increase slightly in the coming year. This is primarily due to modest rent increases and a higher level of investment with CCLA, which is anticipated to generate increased interest income.

Total income from these sources is forecast at £56,246.00 (2025/26: £48,319.00). This figure has been calculated based on projected increases in rental income, alongside broadly similar levels of income from building hire and cemetery fees.

**Cost centres**

The budget is broken down into relevant cost centres – the break down of predicted costs can be seen below. Please see the notes for each relevant section for explanation.

<b>2025/2026 budget</b>	<b>Cost Centre</b>	<b>2026/2027 budget</b>	<b>Difference</b>	<b>%</b>
54,759.00	Conservation	61,288.00	6,529.00	11.92%
5,724.00	Cemeteries	3,509.00	-2,215.00	-38.70%
25,032.00	Play Area & Recreation	20,270.00	-4,762.00	-19.02%
213,478.00	Financial & General Purpose	227,772.00	14,294.00	6.70%
34,869.00	Car Park & Fire House	29,932.00	-4,937.00	-14.16%
47,981.00	Melbourn Community Hub	49,028.00	1,047.00	2.18%
3,693.00	Planning Highways & Rental	7,753.00	4,060.00	109.94%

**Conservation (11.92% increase)**

- In line with expectations and reflecting the amount of work being undertaken by the Wardens, saving the Parish using external contractors.
- A 3 year grounds maintenance contract for the majority of public areas was entered into in May of 2024, these costs are index linked for the period of the contract and have been accounted for in this budget.

**Cemeteries (38.7% decrease)**

- The decrease in costs is explained by the restructuring of the budget (moving cemeteries conservation costs to conservation cost centre). Plot preparation will be carried out in 25/26 budget so not needed for 26/27.

**Play Area and Recreation (19.02% decrease)**

- The decrease in costs is explained by the restructuring of the budget (moving play area and recreation conservation costs to conservation cost centre).

**Financial & General Purpose (6.7% increase)**

- In order to deliver the services needed by the Parish the office staff and warden numbers have increased this financial year. Staff costs, impact of NI rises, minimum wage increases and additional job roles accounts for some of the rise in costs.
- 3 x Wardens have been carrying out more jobs in the past year that would have previously been outsourced – leading to a decrease in supplier costs seen in the conservation budget but an increase to costs for wardens equipment and materials.
- Analysis is carried out on a project-by-project basis to ensure value for money against in-house or outsourcing of activities.
- Proposal for a Youth community coordinator has been included in the precept figures to allow the Parish to develop the offering for young people in the area.

**Car Park and Fire Engine House (14.16% decrease)**

- Asset costs for Fire Engine House have been budgeted for 25/26 and will be carried forward if not completed.

**Melbourn Community Hub (2.18% increase)**

- The Hub is a Parish Council asset and in accordance with the current lease any works to maintain the building should be accounted for in the budget and relevant reserves.
- Any unspent funds for maintenance in 25/26 will be earmarked and carried forward to next financial year.
- Fixed costs show inflationary increase where applicable.

**Planning, Highways & Rental (109.94% increase)**

- An LHI application for safety around the primary school has been submitted with a budget of £25,000 – funds for this project are to be split over this and subsequent precepts.

**Deferred expenditure**

Reserves currently hold monies for deferred projects including maintenance work, Community development projects and conservation projects. No contribution to the Asset Management Reserve has been requested for this financial year.

Asset projects that may be required in the next period include extensive works to the All Saints wall, redecoration of interior and exterior of the pavilion, restoration of the Fire House and potential resurfacing in play parks.

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*This budget statement is based on the best available information at the time of preparation and reflects current priorities, assumptions, and constraints. It is subject to change due to factors beyond our control, including:*

- *Economic and Market Conditions: Changes in economic indicators such as inflation, interest rates, or market volatility may impact forecasted revenues and expenditures.*
- *Policy and Regulatory Changes: Modifications to applicable laws, regulations, or organisational policies may necessitate revisions to this budget.*
- *Unforeseen Events*

*While every effort has been made to ensure accuracy and completeness, this document and the budget should be viewed as a dynamic tool that may evolve as new information becomes available. Viewers are advised to consider these caveats when interpreting the figures and conclusions presented.*

Net Budget

2025/26

2026/27

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

Income Summary

Workings	Account Code    Account Name		Cost Centre							Check	
			Finance & General	General		New Road	Recreation				
			Purpose 100	Conservation 220	Allotments 210	Cemetary 270	Ground 310	Pavillion 320	Little Hands 520		
<a href="#">Income Workings</a>	1000	Interest Received	11,000.00	11,000.00							-
<a href="#">Income Workings</a>	1200	Allotment Rent	3,500.00		3,500.00						-
<a href="#">Income Workings</a>	1210	Grass Cutting Contract	3,939.00	3,939.00							-
<a href="#">Income Workings</a>	1300	Burial Fees	3,500.00			3,500.00					-
<a href="#">Income Workings</a>	1305	Memorial Fees	1,000.00			1,000.00					-
<a href="#">Income Workings</a>	1310	Internment Fees	1,000.00			1,000.00					-
<a href="#">Income Workings</a>	1400	Match Fees	3,350.00					3,350.00			-
<a href="#">Income Workings</a>	1500	Hire of Recreation grounds	750.00					750.00			-
<a href="#">Income Workings</a>	1550	Hire of Pavillion	100.00						100.00		-
<a href="#">Income Workings</a>	1600	Property Rental Income	28,107.00							28,107.00	-
<a href="#">Income Workings</a>	1610	Misc Income	-								-
			<u>56,246.00</u>	<u>11,000.00</u>	<u>3,939.00</u>	<u>3,500.00</u>	<u>5,500.00</u>	<u>4,100.00</u>	<u>100.00</u>	<u>28,107.00</u>	-



## December

- Clerk met with Cambridgeshire County Council (CCC) Public Right of Ways Officer to discuss several ongoing issues.
- Ollie confirmed that works would be quoted to replace the kissing gate between All Saints and Vicarage Close (previously wanted to remove and replace with bollards).
- Progress on fly tipping area on New Road – after repeated reports from out Litter Picker using the Highways Reporting tool CCC are looking at installing a mound to impede access.
- Ollie confirmed multiple useful contact numbers for Highways – useful chap to know!

## January

- **Local Highways Improvement (LHI)**
  - Cllr Campbell and Clerk met with LHI Project Officer to walk the route of the suggested alterations.
  - Although on the quiet side it was useful to show Maria the area at 08:30 on a school day – she commented on how narrow the road was and that the suggested alterations were clearly needed.
  - Next stage will see a designer assigned to the project with further consultation going forward – this is unlikely to happen before Spring but our Project Officer will stay in touch.
- **Active Travel Survey**
  - The Active Travel Survey encompassing Fowlmere Road / Mill Road is now online and available in paper copy from the office.
  - <https://yourvoice.cambridgeshire.gov.uk/place-and-sustainability/fowlmere-foxtan-and-melbourn-active-travel/>

## Abi Williams

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**From:** Cambridgeshire & Peterborough Association of Local Councils [REDACTED]  
**Sent:** 22 December 2025 12:19  
**To:** Abi Williams  
**Subject:** IMPORTANT MHCLG announcement on local elections in LGR areas  
**Attachments:** 181225-LetterstoLeaders[84].pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



IMPORTANT - URGENT ACTION NEEDED

MHCLG announcement on local elections in LGR areas

### Message from Justin Griggs, NALC

Yesterday afternoon, the Ministry of Housing, Communities and Local Government (MHCLG) made an announcement on local elections, inviting those principal authorities with elections in May 2026 where proposals for reorganisation have been submitted and decisions not yet taken, to set out their views on the postponement of local elections.

The attached the letter has gone out to those 64 councils and clarifies that 'for areas where there are also scheduled town or parish council elections, the Secretary of State is minded to make no provision in the Order so these elections continue as scheduled, given town and parish councils are outside of local government reorganisation'.

Officials have been in touch with us to highlight the letter and at this stage I have raised a number of initial issues, principally that election costs would be borne in full, rather than part, by those parish and town councils where an election takes place, the impact on turnout in those parish and town council elections, and the

lack of requirement in the letter for principal councils to engage with parish and town councils in their area.

In response they stressed that the purpose of the letter is to invite representations and are open to hearing from parish and town councils, county associations and NALC about the proposals, views on what should be done and any issues that need to be taken into account by the government in reaching a decision.

Councils which have elections in 2026 (which we understand to be Cambridge City Council, Huntingdonshire District Council, Peterborough City Council and South Cambridgeshire District Council):

We encourage parish and town councils to read the attached letter, and

- To contact your principal authority if you haven't already
- To respond to the invitation and send views to MHCLG at [LGRElections@communities.gov.uk](mailto:LGRElections@communities.gov.uk),
- We advise councils to consider election costs as part of their current budget setting for 2026/207
- To tell us your views on whether elections should go ahead in 2026 or take place at the same time as deferred principal authority elections in 2027

Letter to Principal Authority Leaders  
attached



### **CAPALC Ltd**

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

This email was sent to [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)  
You've received this email because you've subscribed to our newsletter.

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Ministry of Housing,  
Communities &  
Local Government

**Alison McGovern MP**  
*Minister of State for Local Government  
and Homelessness*  
2 Marsham Street  
London  
SW1P 4DF

To: Leaders of councils with elections  
in May 2026 where proposals for  
reorganisation have been submitted  
and decisions not yet taken

18 December 2025

Dear Leader,

I am writing to you regarding the elections your council is scheduled to hold on 7 May 2026.

This Government is determined to streamline local government by replacing the current two-tier system with new single-tier unitary councils, ending the wasteful two-tier premium. We are progressing this landmark reform quickly, which will be vital in delivering our vision: stronger local councils equipped to drive economic growth, improve local public services, and empower their communities. I am fully committed to ensuring councils can deliver new, sustainable structures within this Parliament.

We have now received proposals from all 20 remaining invitation areas, demonstrating strong collaboration between local partners. A consultation is open on 17 of those proposals from six invitation areas. I expect to launch a consultation in early February on proposals from the remaining 14 areas that seek to meet the terms of the 5 February statutory invitation. That consultation would be for seven weeks.

I remain committed to the indicative timetable that was published in July, that sees elections to new councils in May 2027 and those councils going live in April 2028. This is a complex process, and we will take decisions based on the evidence provided.

We have listened to councils telling us about the constraints they are operating within, and the work that reorganisation introduces on top of existing challenges. Now that we have received all proposals, it is only right that we listen to councils who are expressing concerns about their capacity to deliver a smooth and safe transition to new councils, alongside running resource-intensive elections to councils who may be shortly abolished. We have also received representations from councils concerned about the cost to taxpayers of holding elections to councils that are proposed to shortly be abolished.

Previous governments have postponed local elections in areas contemplating and undergoing local government reorganisation to allow councils to focus their time and energy on the process. We have now received requests from multiple councils to postpone their local elections in May 2026.

The Secretary of State recognises that capacity will vary between councils and that is why he has reached the position that, in his view, councils are in the best position to

judge the impact of potential postponements on your area and in the spirit of devolution and trusting local leaders, this Government will listen to you.

I am therefore inviting you, by midnight on Thursday 15 January, to set out your views on the postponement of your local election and if you consider this could release essential capacity to deliver local government reorganisation in your area and so allow reorganisation to progress effectively. For those who have already made their views known, we will be taking these into account. Views should be sent by email to [LGRElections@communities.gov.uk](mailto:LGRElections@communities.gov.uk).

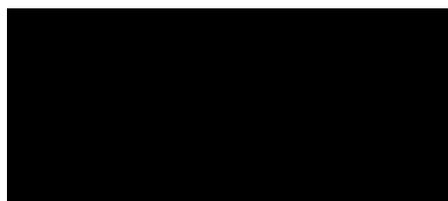
The Secretary of State has adopted a locally-led approach. He is clear that should a council say they have no reason for postponement, then we will listen. But if you voice genuine concerns about your capacity, then we will take these concerns seriously. To that end, the Secretary of State is only minded to make an Order to postpone elections for one year for those councils who raise capacity concerns. A list of the relevant elections is annexed.

For areas where there are also scheduled town or parish council elections, the Secretary of State is minded to make no provision in the Order so these elections continue as scheduled, given town and parish councils are outside of local government reorganisation.

I appreciate that preparations for elections may have started, and you will be keen to have certainty, which we will deliver as soon as possible.

I am copying this letter to your Chief Executives, the other Leaders and Chief Executives of councils in the local government reorganisation programme, and to local MPs, Combined/Combined County Authority Mayors, Police and Crime Commissioners and Best Value Commissioners in local government reorganisation areas.

Yours sincerely,



**ALISON MCGOVERN MP**

Minister of State for Local Government and Homelessness

**Annex – 63 councils with elections under consideration for postponement  
(there are 64 elections including that for the Mayor of Watford)**

1. Adur District Council
2. Basildon Borough Council
3. Basingstoke and Deane Borough Council
4. Blackburn with Darwen Council
5. Brentwood Borough Council
6. Broxbourne Borough Council
7. Burnley Borough Council
8. Cambridge City Council
9. Cannock Chase District Council
10. Cheltenham Borough Council
11. Cherwell District Council
12. Chorley Borough Council
13. City of Lincoln Council
14. Colchester City Council
15. Crawley Borough Council
16. East Sussex County Council
17. Eastleigh Borough Council
18. Epping Forest District Council
19. Essex County Council
20. Exeter City Council
21. Fareham Borough Council
22. Gosport Borough Council
23. Hampshire County Council
24. Harlow District Council
25. Hart District Council
26. Hastings Borough Council
27. Havant Borough Council
28. Huntingdonshire District Council
29. Hyndburn Borough Council
30. Ipswich Borough Council
31. Isle of Wight Council
32. Newcastle-under-Lyme Borough Council
33. Norfolk County Council
34. North East Lincolnshire Council
35. Norwich City Council
36. Nuneaton and Bedworth Borough Council
37. Oxford City Council
38. Pendle Borough Council
39. Peterborough City Council
40. Plymouth City Council
41. Portsmouth City Council
42. Preston City Council
43. Redditch Borough Council
44. Rochford District Council

45. Rugby Borough Council
46. Rushmoor Borough Council
47. South Cambridgeshire District Council
48. Southampton City Council
49. Southend-on-Sea City Council
50. St Albans City and District Council
51. Stevenage Borough Council
52. Suffolk County Council
53. Tamworth Borough Council
54. Three Rivers District Council
55. Thurrock Council
56. Tunbridge Wells Borough Council
57. Watford Borough Council
58. Watford Borough Council Mayor
59. Welwyn Hatfield Borough Council
60. West Lancashire Borough Council
61. West Oxfordshire District Council
62. West Sussex County Council
63. Winchester City Council
64. Worthing Borough Council

**Abi Williams**

---

**From:** climateandenvironment [REDACTED]  
**Sent:** 08 December 2025 11:04  
**Cc:** climateandenvironment  
**Subject:** Free commemorative tree and plaque as part of COVID-19 Day of Reflection - please complete form by 31 January 2026  
**Attachments:** Terms & Conditions - Commemoration Tree.pdf

Dear Town & Parish Councils

We are offering Town and Parish Councils a commemorative blossom tree and plaque to honour community volunteers and remember those affected by the Covid-19 pandemic.

A day of national day of reflection will take place on Sunday 8 March 2026. By completing our form, we will provide a tree so you can plant it just before or on the day.

The location for the tree should ensure it is appropriate for its purpose and the attached terms and conditions give parishes lots of flexibility.

Please complete the [form](#) to request a tree by 6pm on Saturday 31 January 2026.

There is further information on the Government's website about the day of reflection, including ways communities could come together.

Best wishes

[REDACTED] | Development Officer – Climate & Environment

[REDACTED]  
[REDACTED]



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

e: [www.scambs.gov.uk](http://www.scambs.gov.uk) | [facebook](#) | [Instagram](#) | [LinkedIn](#) | [X](#)

**We're listening:** [Tell us what worked and what didn't](#)

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South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA  
[www.scambs.gov.uk](http://www.scambs.gov.uk)



# SCDC Covid Commemoration Tree Scheme

## Terms & Conditions

### 1. Application

1.1 Each parish or town council in South Cambridgeshire can apply once for a single Commemoration tree.

### 2. Tree Planting Location

2.1 The tree should be planted in a location which is publicly accessible and in the spirit of providing a community memorial to mark the local volunteer efforts to support people during the pandemic and commemorate those who lost their lives. It is recommended that this is land owned by the parish or town council, or on land owned by a school.

2.2 If there is no suitable location on parish or town council land or land owned by a South Cambridgeshire school, other publicly accessible locations the town/parish council deem suitable should be used with written permission from the landowners. The tree supplied through the scheme is not intended for private gardens.

### 3. Planting

3.1 Parish and town councils are responsible for planting and caring for the tree to a satisfactory standard, to ensure the tree survives through the first three years.

3.2 Trees will be supplied with basic ties and guards as well a Commemorative Tree Stake and Plaque; applicants are responsible for any additional protection needed to ensure the health of the tree.

### 4. Monitoring



4.1 The applicant shall monitor tree health by conducting a visual check of the foliage, branch, bark, and roots periodically (i.e. every 6 months) to determine whether the tree is alive and whether any intervention is needed to maintain or restore tree health. For guidance, please email [climateandenvironment@scambs.gov.uk](mailto:climateandenvironment@scambs.gov.uk).

## **5. Publicity and Acknowledgement**

5.1 As a way to commemorate this programme, participants are encouraged to share a picture of their planted tree to [climateandenvironment@scambs.gov.uk](mailto:climateandenvironment@scambs.gov.uk) and give consent via the attached photo consent form for South Cambridgeshire District Council to use these photos for promotional purposes.

**From:** [REDACTED]  
**To:** [Abi Williams](#)  
**Cc:** [REDACTED]  
**Subject:** MVC Evacuation planning  
**Date:** 08 December 2025 12:56:20

---

Hi Parish Council,

Melbourn VC is currently looking at our Business Contingency Plan, and we were hoping that if we needed to evacuate our premises, we would be able to use the Parish Pavillion due to its close proximity, and as per our telephone conversation we obviously understand that the venue cannot hold 600+ internally but externally on the field it can with the ability to use facilities under supervision from MVC staff.

Could this therefore please be raised at the next parish council meeting.

Many thanks and kind regards

[REDACTED]

**From:** [REDACTED]  
**To:** [Abi Williams](#); [REDACTED]  
**Subject:** Scout and Squirrel dates for Spring term 2026  
**Date:** 05 January 2026 15:27:27  
**Attachments:** [REDACTED]

---

[REDACTED]

[REDACTED]

A couple of years ago, we discussed whether we could use the pavilion over night for a sleep out to support a homeless charity. This year, we would very much like to support the 'Great Tommy Sleep Out' on the night of Friday 20th March  
- <https://rbve.org.uk/events/the-great-tommy-sleep-out/>

We hold the correct scouting permits for overnight camps, but obviously need to seek permission from the Parish Council as to whether this would be possible. Could you possibly seek permission on our behalf? We're happy to send you all plans and risk assessments etc.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Scout Leader**  
**1st Orwell Scouts/Royston District/Hertfordshire**

[REDACTED]

We prepare young people with skills for life

**From:** [REDACTED]  
**To:** [Abi Williams](#); [REDACTED]  
**Subject:** Re: Scout and Squirrel dates for Spring term 2026  
**Date:** 07 January 2026 11:39:32

---

[REDACTED]

[REDACTED]

In addition, we are now running the young leader section for Royston District scouts. This section supports young people aged 14 - 18 who attend squirrel, beaver, cub and scout sections as young leaders, supporting the adult leaders to run the evening for the younger members and additionally developing their own leadership skills. In addition to helping with younger sections, young leaders have their own training scheme where they learn leadership skills which help them as scout leaders, but also support them with valuable transferable skills in life and their future workplaces. Many say that they directly attribute university place offers, part time and indeed full time job offers directly to having participated in this training scheme.

This group meets once per month with the day and venue varying to allow them to attend alongside their other explorer scout and young leader meetings.

We were wondering whether we would be able to meet at Melbourn Pavilion on the following dates this school year:

- Wednesday 11<sup>th</sup> March – Module F '*Making Scouting accessible and inclusive*' – 1<sup>st</sup> Orwell Melbourn Pavilion
- Wednesday 15<sup>th</sup> April – Module I '*What did they say*' – 1<sup>st</sup> Orwell Melbourn Pavilion

We are happy to pay for the hire of the pavilion and would meet between 19:00 & 21:00 ideally.

[REDACTED]

[REDACTED]

[REDACTED]

**Scout Leader**  
**1st Orwell Scouts/Royston District/Hertfordshire**

[REDACTED]

We prepare young people with skills for life

[REDACTED]

[REDACTED]

# LICENCE AGREEMENT

## THIS AGREEMENT

is made on **[date]**

## BETWEEN:

1. **Melbourn Parish Council, of 30 High Street, Melbourn, South Cambs, SG8 6DZ** ("the Council"); and
  2. **Scouts, 1<sup>st</sup> Orwell, Royston Hertfordshire** ("the Licensee").
- 

## 1. BACKGROUND

- 1.1 The Council is the freehold owner of the land known as **Old Recreation Ground** shown edged red on the plan at Schedule 1 ("the Land").
  - 1.2 The Licensee wishes to erect a storage facility ("the Unit") on part of the Land and to use it for the permitted purposes set out in this Agreement.
  - 1.3 The Council has agreed to grant a personal licence for such use, subject to the terms of this Agreement.
- 

## 2. NATURE OF AGREEMENT

- 2.1 This Agreement creates a **licence only** and **does not create a lease or tenancy**.
  - 2.2 The Licensee has **no exclusive possession** of the Land.
  - 2.3 This Agreement confers **no legal or equitable interest** in the Land.
- 

## 3. LICENCE AREA

- 3.1 The licence relates only to the area shown hatched blue on the plan at Schedule 1 ("the Licence Area").
- 

## 4. TERM

- 4.1 The licence shall commence on **[start date]** and shall continue for a period of **50 years**, unless terminated earlier in accordance with this Agreement.
- 

## 5. RENT

- 5.1 The Licensee shall pay to the Council a rent of **one peppercorn per year (if demanded)**.
-

## LICENCE AGREEMENT

### 6. PERMITTED USE

- 6.1 The Unit shall be used **only** for the purposes of Scouting storage operated by or on behalf of **1<sup>st</sup> Orwell Scouts**, including:
- Meeting point for Squirrels, Beavers, Cub Scouts, Scouts, Explorer Scouts, and adult volunteers;
  - storage of scouting equipment and materials;
  - training, educational, recreational, and community activities consistent with the values and policies of The Scout Association.
- 6.2 The Unit shall not be used:
- for residential purposes;
  - for commercial activities or private events unrelated to Scouting;
  - for any activity that causes nuisance, danger, or unreasonable disturbance to adjoining land or residents;
  - for any unlawful purpose.
- 

### 7. CONSTRUCTION OF THE HUT

- 7.1 The Licensee may erect a single Unit on the Licence Area subject to:
- a maximum size of **[insert dimensions or floor area]**;
  - the design, materials, colour, and siting being approved by relevant Planning Authority prior to construction;
  - compliance with all planning permissions, building regulations, and statutory requirements.
- 7.2 The Licensee shall be responsible for all costs associated with the construction of the Unit.
- 7.3 The Unit shall remain the property of the Licensee unless otherwise agreed in writing.
- 

### 8. MAINTENANCE AND REPAIR

- 8.1 The Licensee shall:
- keep the Unit in good and safe condition;
  - keep the Licence Area clean and tidy;
  - promptly repair any damage caused to the Land.
- 8.2 The Council shall have no responsibility for repair or maintenance of the Unit.
-

# LICENCE AGREEMENT

## 9. INSURANCE AND LIABILITY

- 9.1 The Licensee shall maintain throughout the term of this Agreement:
- public liability insurance with a minimum cover of **£10 million** per claim; and
  - such other insurance as is required or recommended by The Scout Association from time to time.
- 9.2 Evidence of insurance shall be provided to the Council on request.
- 9.3 The Licensee uses the Land and the Unit entirely at its own risk.
- 9.4 The Licensee shall indemnify and keep indemnified the Council against all claims, demands, losses, or liabilities arising from the use of the Land or Unit by the Licensee, its members, leaders, or visitors.
- 

## 10. ALTERATIONS

- 10.1 The Licensee shall not alter or extend the Unit without the prior written consent of the Council.
- 

## 11. ASSIGNMENT AND SHARING

- 11.1 This licence is personal to the Licensee and may not be assigned or transferred.
- 11.2 The Licensee may permit use of the Unit by other Scout groups or sections within the local scouting district or county, provided such use is consistent with Clause 6 and remains under the overall control of the Licensee.
- 

## 12. ACCESS

- 12.1 The Council reserves the right to access the Licence Area on reasonable notice for inspection or maintenance of the Land.
- 

## 13. TERMINATION

- 13.1 Either party may terminate this Agreement by giving **3 months** written notice.
- 13.2 The Council may terminate immediately if the Licensee:
- breaches this Agreement;
  - uses the Unit for unauthorised purposes;
  - fails to maintain insurance.
-

## LICENCE AGREEMENT

### 14. REMOVAL OF UNIT

14.1 Upon termination, the Licensee shall:

- remove the Unit and all belongings; and
- reinstate the Land to the Council's reasonable satisfaction.

Or

- agree transfer of ownership to The Council.

14.2 If the Licensee fails to do so, the Council may remove the Unit and recover its costs from the Licensee.

---

### 16. GOVERNING LAW

16.1 This Agreement shall be governed by and construed in accordance with the law of **England and Wales**.

---

### 17. EXECUTION

Signed for and on behalf of the Council:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by the Licensee:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

---

# LICENCE AGREEMENT

## SCHEDULE 1 – PLAN

(Plan showing the Land edged red and the Licence Area hatched blue)



**CAMBRIDGESHIRE COUNTY COUNCIL**

**High Street, Melbourn**

**(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)**

**ORDER 2026-10243**

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along High Street, Melbourn as lies between Station Road and Norgetts Lane.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via Cambridge Road, Melbourn; Cambridge Road, Shepreth; A10; Station Road, Meldreth; Station Road, Melbourn and vice versa.

The Order is made to facilitate drainage works, trial holes, pipe repairs and associated works which are being carried out on or near this highway and it will come into operation on 16 February 2026 and continue until these works have finished or on the 15 August 2027 whichever is the earlier.

**It is anticipated that these works will be carried out between 09:30hrs and 15:30hrs 16 February 2026.**

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,  
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

**From:** [Jose Hales](#)  
**To:** [Abi Williams](#)  
**Cc:** [Jeannie Seers](#); [Jonathan Berks](#)  
**Subject:** MCHMG - Requested quotes for replacement seating attached  
**Date:** 17 December 2025 15:39:53  
**Attachments:** [Sales Quotation-00001089 Strictly Tables & Chairs.pdf](#)  
[QT Strata and Tub Chairs \(76\) \(1\) Atlantis office.pdf](#)  
[Office reality Quote.pdf](#)

---

Dear Abi,

Following a recent meeting with you, Graham and members of the Hub management group, we discussed the safety issue that exists with the current Hub café chairs that have now exceeded their life expectancy by some considerable time and as a result are now prone to developing cracks and breaks. A large number of chairs have had to be taken out of service now and it is acknowledged that it will be essential to replace them asap.

The chairs are part of the Hub's 'fundamental fixtures and fittings' and as such, would routinely be the responsibility of the Parish Council to fund their replacement. You confirmed that there were unspent Hub maintenance funds that should more than cover the replacement of the chairs subject to formal Parish Council approval.

We have researched and identified robust chairs which meet the needs of the café and obtained three quotes for your consideration please. We have identified a need for 70 stackable café chairs which each quote provides for and as also previously discussed, six tub chairs, in answer to customer feedback to provide some soft seating.

We favour the quote from **Strictly Tables & Chairs** as this also has the advantage of being local, they can provide all items requested and we have already purchased 'tester' chairs from them.

We understand that this will be put before council at the January Parish Council meeting. Please do let us know if you need any more information or have any questions.

Kind Regards

Jose Hales  
Melbourn Hub  
M: 07703 262649

**This is not a VAT Invoice**

**Call us on 01462 455 938**

**Email us at sales@stac.co.uk**

www.strictlytablesandchairs.co.uk

**Invoice To:**

Melbourn Hub  
30 High Street  
Melbourn  
Royston  
SG8 6DZ

**Deliver To:**

Melbourn Hub  
30 High Street  
Melbourn  
Royston  
SG8 6DZ

**Qte No:** SQ-00001089 **Date:** 18/11/2025 **PO No:** **Acc Ref:** MELBOURN

Code	Description	Unit Price	QTY	NET Amt
STRATA	Strata Polypropylene Chair	57.95	70	4,056.50
	Anthracite: 30			
	Light Grey: 30			
	Red: 10			
TUB-RE	Tub Chair - Faux Leather Red	170.00	2	340.00
TUB-BL	Tub Chair - Faux Leather Black	170.00	4	680.00

- Goods remain the property of Strictly Tables and Chairs Ltd until payment is received in full.
- Risk in the goods pass to buyer at the time of delivery.
- Delivery is based on presenting goods only.
- Delivery will be a kerb-side, palletised delivery.
- Please ensure adequate labour is available to off load goods.
- Claims for damage cannot be accepted unless signed for on the delivery note.
- Manufactured or upholstered to order goods can only be returned if they are faulty.

<b>Total Net</b>	<b>£</b>	5,076.50
<b>Carriage Net</b>	<b>£</b>	69.00
<b>Total VAT</b>	<b>£</b>	1,029.10
<b>Order Total</b>	<b>£</b>	6,174.60

BACS: Santander UK Pie, Business Banking Centre, 301 St Vincent Street, Glasgow, G2 5NT: Account 43259474: Sort Code 09-06-66

Card: To process contact accounts department on 01462 455938. All credit card charges are passed on at 2%, no charge for debit card.

Cheque: Payable to Strictly Tables and Chairs Ltd and posted to office address quoting the invoice number on the back of cheque.

**FOR OUR TERMS AND CONDITIONS PLEASE VISIT OUR WEBSITE [www.strictlytablesandchairs.co.uk](http://www.strictlytablesandchairs.co.uk)**

<b>BILL TO:</b> <b>Melbourn Hub</b>	<b>SHIP TO:</b> <b>Melbourn Hub</b>
Melbourn Cambridge	Melbourn Cambridge

Contact Name: <b>Jose Hales</b>	Contact Email: [REDACTED]
Contact Number: [REDACTED]	

S.No.	Product Details	Qty	List Price	Total
1	Strata 30 Stone Chair - Anthracite	30	£ 63.95	£ 1,918.50
2	Strata 30 Stone Chair - Red	10	£ 63.95	£ 639.50
3	London Single Seater Reception Tub Chair	6	£ 170.00	£ 1,020.00
4	STRATA CHAIR - GREY	30	£ 63.95	£ 1,918.50
			Sub Total	£ 5,496.50
			Tax	£ 1,099.30
			Adjustment	£ 0.00
			<b>Grand Total</b>	<b>£ 6,595.80</b>

**BANK DETAILS**

ATLANTIS OFFICE LIMITED  
ACCOUNT: 31477811  
SORT CODE: 40-43-37

Company No: 07396459  
VAT No: GB 101 602 677

**Terms and Conditions**

By paying you are agreeing to your T&Cs, which can be found at: <https://www.atlantisoffice.co.uk/Terms>

Commercial Furniture Suppliers Design and Fit Out Contractors

Tel: 01823 663880 Email: [info@officereality.co.uk](mailto:info@officereality.co.uk)

Office Reality Ltd Unit 4A Westpark 26 Wellington Somerset TA21 4AD

To: **Melbourn Hub – Chairs**

Product Image	Product Description	Quantity	Unit Price	Line Total
	Strata Thermoplastic heavy-duty chair Anthracite	30	£59	£1,770
	Strata Thermoplastic heavy-duty chair Light Grey	30	£59	£1,770
	Strata Thermoplastic heavy-duty chair Red	10	£59	£590
	Winchester Faux Leather Tub Chairs Black	4	£160	£640
	Winchester Faux Leather Tub Chairs Red	3	£160	£480
			Total (EXC VAT):	<b>£5,250</b>
			Delivery	0
			Total (EXC VAT):	<b>£5,250</b>

	VAT:	£1,050
	Total (INC VAT):	£6,300

This quotation is subject the following terms and conditions of sale; these terms and conditions take precedence over any terms and conditions contained in any Customer purchase order or other business forms, unless agreed in writing by a director or other authorised representative of ORL.

## Terms & Conditions of Sale

### 1. GENERAL

Office Reality Ltd ("ORL") does business with its Customers under the terms and conditions set forth. ORL hereby rejects any terms and conditions contained in any Customer purchase order or other business forms, unless agreed in writing by a director or other authorised representative of ORL.

The "Customer" shall be any person, company or organisation purchasing goods from ORL.

"Goods" means the goods (including any installation of goods or any parts of them) which ORL is to supply in accordance with these conditions. Any reference in these terms and conditions to singular includes plural.

### 2. PRICES & QUOTATIONS

All prices are stated exclusive of VAT which will be added at the appropriate rate at the time of despatch. ORL will make all reasonable endeavours to ensure that goods are available at these prices. ORL shall have the right to reduce, or increase prices to the buyer at any time without prior notice, except with respect to orders which have been accepted prior to such price modification.

Although every effort is made to ensure the prices stated on the website are correct, should an error on price occur and an order is placed, you will be informed and given the option of continuing with the order at the correct price or cancelling the order.

All quotations are valid for a period of 30 days unless otherwise agreed in writing.

Pro forma invoices are valid for 30 days also.

### 3. AVAILABILITY & STOCK

All items offered on the website are subject to availability. If the goods are not available after your order has been placed, we will notify you as soon as possible.

### 4. PAYMENT & SETTLEMENT TERMS

Unless otherwise agreed with ORL, payment is required in full with each individual order. This can be made with credit or debit cards or alternatively a pro-forma invoice can be supplied on request to enable the Customer to make payment direct to the ORL bank account or by cheque. Upon receiving payment by card, we may perform a fraud check on the card used. Based on these results, we may ask for further information so that we can process your order.

Customers wishing to open credit facilities with ORL may do so by completing the ORL Credit application form which again will be provided on request.

ORL reserves the right to decline any application for credit facilities without any reason.

Credit accounts are subject to settlement by the customer within 30 days of invoice date except where otherwise agreed in writing by ORL.

If the customer fails to make payment by the due date then all sums owed to ORL by the Customer on account or otherwise, shall immediately become due and payable in full and ORL shall be entitled to:

- Cancel the contract or suspend any further deliveries to the Customer
- Appropriate any payment made by the Customer to such goods as ORL may deem fit
- Charge the Customer interest on the amount unpaid at the rate permitted under applicable law

### 5. RETENTION OF TITLE

The goods remain the property of ORL until full payment has been received. Until full payment has been received ORL may at any time recover the goods, and may enter the Customer's premises for this purpose. The risk passes to the Customer on delivery of the goods regardless of whether ORL has received full payment. The Customer shall be liable for insuring the goods at the full invoice value until ORL has received full payment.

### 6. CARRIAGE & DELIVERY

Most deliveries will be free of charge to mainland UK addresses. If at checkout you find your postcode is not applicable for this, delivery charges to other areas are available upon application. ORL reserves the right to impose further delivery charges if delivery is not able to be made on the first attempt due to incorrect information being supplied by the buyer.

Delivery times quoted are done so in good faith but shall be non-binding. ORL will not be liable for any losses incurred by the Customer, or any other persons, as a result of a delay in any part of the delivery. Deliveries shall be made between business hours of Monday – Friday 8.30am – 6.00pm. Lead times are given as a guide for delivery. ORL cannot be held responsible for any change in the lead time due to manufacturing or stock issues.

Deliveries will be made to the goods inward department or kerbside where sufficient offloading facilities aren't available. Assistance must be provided by the Customer. Failure to provide adequate assistance may result in the delivery having to be aborted and additional charges imposed. If further assistance or installation is required this must be made clear at the point of purchase. Deliveries must be checked and accounted for prior to signing the delivery note. Any damages or shortages must be noted on the delivery note and reported to ORL within 24 hours. Failure to do so may result in a claim being rejected. All items are delivered flat packed for self-assembly unless otherwise stated or agreed prior to purchase in writing. ORL must be notified of any potential restrictions on delivery as failure to do so may result in charges being passed on to the customer.

If goods are to be installed then the area must be clear, accessible and free from other trades or workers. ORL reserves the right to pass on charges it incurs due to delays incurred by the Customer. ORL will not remove any old furniture unless this is agreed prior to purchase.

#### 7. GUARANTEES, WARRANTIES AND LIMITATION OF LIABILITY

ORL does not supply goods with the benefit of any term, warranty or condition as to the suitability of the goods for any purpose except as provided by law. ORL will assign to the buyer all rights conferred on it by any of its suppliers. ORL shall have the option to repair or replace (or at its sole discretion, refund to the Customer the price of the goods without any further liability) parts agreed by it as being defective if the goods are returned to ORL within 1 year.

Goods subjected to fair wear and tear, misuse, tampering, defective maintenance, alteration or modification are excluded from this guarantee. Goods covered are subject to single shift working only. In no case shall the liability of ORL exceed that of the actual manufacturer of the goods.

All descriptions, weights and dimensions given by ORL are given in good faith however, no responsibility is taken by ORL for their accuracy.

ORL accepts no liability for variations in colour, finish, materials and any other aspect of appearance that may occur from time to time. The images shown on site are for reference only- samples of each finish are available upon request.

ORL does not accept liability for failure to comply with any standards or regulations required by law in respect of goods supplied by ORL or for indirect or consequential loss or damage arising from such goods.

#### 8. ORDERS

Any order accepted by ORL shall be subject to these terms and conditions.

ORL trading policy is to supply account customers against official Customer orders. The proper control and authorisation of official orders is deemed to be the responsibility of the customer. ORL cannot accept liability for either the incorrect use or abuse of Customer official orders.

ORL reserves the right at any time and without explanation to:

- a. Refuse to accept an order
- b. Cancel an order
- c. Suspend deliveries against an order whether or not an account is in arrears
- d. Refuse cancellation of an order
- e. Cancel unexecuted instalments of an order

No variation of an order will be recognised unless otherwise agreed by ORL in writing

Customers are responsible for checking the accuracy of all order acknowledgments. ORL will acknowledge all customer orders in writing, no claims for discrepancies between the goods and quantities ordered and those supplied will be accepted where goods supplied are in keeping with those acknowledged.

#### 9. CANCELLATIONS & RETURNS

Any cancellations must be made in writing to [customerservices@officereality.co.uk](mailto:customerservices@officereality.co.uk) and must include an order number for reference. Failure to include this could mean a delay in finding your order and thus result in charges if the items are despatched or processed.

Goods will be accepted back for credit, only with the express permission of ORL. Goods may only be returned if they are unused, unassembled, in their original packaging and in a re-saleable condition. The buyer shall, unless otherwise stated, be responsible for the cost of the return carriage, to an address designated by ORL, for all goods returned which shall be at the risk of the Customer until actual receipt of the goods to a point designated by ORL. ORL reserves the right to charge a minimum handling fee of 20% of the value of the goods to cover the restocking fee. This will be deducted from any refund given. Refunds will be processed within 30 days of receipt of goods providing these conditions are met.

Made to order items can only be cancelled within 24 hours of order. If you need to cancel your made to order item, please contact ORL as soon as possible, a cancellation fee will be charged if cancellation is accepted. Refused deliveries of made to order goods are not eligible for credit. Our usual refund policy does not apply to made to order items.

The above conditions do not affect your statutory rights when goods are faulty or not as described.

#### 10. COPYRIGHT

The copyright and all other intellectual property rights in all lists, websites, descriptions, articles, drawings and other information produced by ORL shall remain the property of ORL at all times.

#### 11. LAW

These conditions are subject to and shall be construed in accordance with English law, and the parties submit to the jurisdiction of the English court.

## Abi Williams

---

**From:** Abi Williams  
**Sent:** 09 January 2026 14:14  
**To:** 'Cllr Alexander'; 'Cllr Barnes'; 'Cllr Campbell'; 'Cllr Clark'; 'Cllr Coulman'; 'Cllr Cowley'; 'Cllr Davey'; 'Cllr Hart'; 'Cllr Kanagarathnam'; 'Cllr Kilmurray'; 'Cllr Kyprianou'; 'Cllr Redelinghuys'; 'Cllr Wilson'  
**Cc:** Assistant Clerk; RFO  
**Subject:** RE: RESPONSE REQUIRED: Approval for spend for stairlift fix at Melbourn Community Hub

Thank you to all that responded to the email, nine councillors replied in support (1 registered abstention), please note the resolution below:

It was RESOLVED to approve spend of **£1,202.80**+VAT to Stannah for the supply and fit of part to fix the stairlift.

Many thanks for your consideration.

Abi

---

**From:** Abi Williams  
**Sent:** 08 January 2026 09:30  
**To:** Cllr Alexander <cllr.alexander@cllr.melbournparishcouncil.gov.uk>; Cllr Barnes <cllr.barnes@cllr.melbournparishcouncil.gov.uk>; Cllr Campbell <cllr.campbell@cllr.melbournparishcouncil.gov.uk>; Cllr Clark <cllr.clark@cllr.melbournparishcouncil.gov.uk>; Cllr Coulman <cllr.coulman@cllr.melbournparishcouncil.gov.uk>; Cllr Cowley <cllr.cowley@cllr.melbournparishcouncil.gov.uk>; Cllr Davey <cllr.davey@cllr.melbournparishcouncil.gov.uk>; Cllr Hart <cllr.hart@cllr.melbournparishcouncil.gov.uk>; Cllr Kanagarathnam <cllr.kanagarathnam@cllr.melbournparishcouncil.gov.uk>; Cllr Kilmurray <cllr.kilmurray@cllr.melbournparishcouncil.gov.uk>; Cllr Kyprianou <cllr.kyprianou@cllr.melbournparishcouncil.gov.uk>; Cllr Redelinghuys <cllr.redelinghuys@cllr.melbournparishcouncil.gov.uk>; Cllr Wilson <cllr.wilson@cllr.melbournparishcouncil.gov.uk>  
**Cc:** Assistant Clerk <assistantclerk@melbournparishcouncil.gov.uk>; RFO <RFO@melbournparishcouncil.gov.uk>  
**Subject:** RESPONSE REQUIRED: Approval for spend for stairlift fix at Melbourn Community Hub  
**Importance:** High

Dear Councillors

### Stairlift fix

Just before the Christmas break the stairlift at Melbourn Community Hub failed at the top of the stairs. An engineer was called out as part of our service cover – they were unable to fix the unit as a replacement part is needed.

The quote for the part, supply and fit has been received at a cost of **£1,202.80** + VAT (see quote attached) – this falls outside of the delegated authority of the Clerk and requires a vote to proceed.

### Please respond with your vote:

To consider the approval of **£1,202.80**+VAT to Stannah for the supply and fit of part to fix the stairlift.

Many thanks

Abi

---

**Abi Williams** | Parish Clerk

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

01763 263303 (option 3) | [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk) | [melbournparishcouncil.gov.uk](http://melbournparishcouncil.gov.uk)

Parish Office opening hours: Mon, Tue, Wed, Fri – 10am – 4pm. Thursday CLOSED.

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By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

You may request to be removed as a contact at any time: [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)

To view Melbourn Parish Council's Privacy Notice please [click here](#)

## PC156 2526c) Community Hub – Office Space

**Initial meeting:** 23 October 2025  
**Attendees:** Clerk, Cllr Clark (Melbourn Parish Council (MPC)), Jeannie Seers and Jose Hales (Melbourn Community Hub Management Group (MCHMG))

Meeting to discuss lease review, budget spend, meeting attendance, youth activities and office space.

In response to the meeting a request was passed to look at the feasibility of moving from the current office to the Austen Room – the current office space is, on occasion, used to capacity and is not working well as a shared space for the 8 employees of the Parish. MPC are looking at alternative options for the office, including using a different space, alternative accommodation and altered working patterns.

MPC currently occupy the Parish Office space and benefit from occasional use of the other meetings rooms, predominantly the Austen Room for evening meetings. MPC also benefit from the ability to book/use rooms if there are free on an ad hoc basis.

### Conclusion

The option to move to the Austen Room is not feasible.

The loss of this valuable public space from the Community Hub offering would not only be detrimental to the Community Hub financially it would also be damaging to remove the ability to lease / use this room as part of MCHMG commitment to deliver the vision of MPC for the Community Hub to 'provide a venue that provides a variety of different services that benefit and enhance the lives of the community'.

MCHMG presented an alternative proposal to provide an overflow room on a set day every week that would be part of the 'license to occupy', so that those needing a 'hot desk' or meeting space for collaborative working can do so. This could include use of the adjacent Austen room (depending on the available weekday) and with the internal door open, essentially offers MPC a suite. If needed this could extend to an overflow room on two different days within the building if needed.

### Action

MPC propose to continue utilising alternative rooms on an ad hoc basis – the nature of the roles undertaken in the office and the desire to provide flexible working opportunities for staff mean that we are currently unable to strictly rota a time that would be advantageous to permanently book a secondary space.

MPC staff will continue to review the options and look at ways to alter working practices, alternative locations and re-design of the current office space.

MPC and MCHMG to meet again to continue discussions and review any actions.

## Melbourn Hub Report January 2026

This report from Melbourn Community Hub Management Group (MCHMG) includes an attachment to show the fantastic achievements and benefits that Melbourn Hub provides for the community and how some of those benefits have been professionally quantified both socially and financially. We hope this will prove helpful for those who are less familiar with the day-to-day business of The Hub.

The Parish Council's courageous vision of creating a purpose-built space that truly serves the needs and wishes of the community, has not only been achieved - but exceeded - and the MCHMG directors, who all volunteer their time and skills, are proud of their work too and that of their fantastic staff and volunteers in bringing so much evidenced benefit. This has only been possible because of the commitment of the Parish Council in commissioning and maintaining the Hub building and the fixtures and fittings within it.

*Appended to this report (Appendix A) is a double page list of the many services that The Hub has enabled.*

### Social and Cost Benefit

One standout aspect is 'Health at the Hub' (HATH), a collaboration between Melbourn Hub and NHS Primary Care Network, launched in summer 2022 following The Hub's earlier health related initiatives. The aim of HATH is to improve patient access to a variety of health and wellbeing services in a community setting, enabling more appointments to be offered and new services to be introduced, using bespoke medical space created at The Hub.

HATH however, also recognises the health and wellbeing benefits offered by various outreach services at The Hub like Citizens Advice, Rape Crisis and Relate, plus the positive social impact of the café and the work of Hub staff and volunteers to facilitate HATH.

The great success of HATH has been evidenced from analysis undertaken by accredited social value specialists. In 2024 HATH had delivered "**a very high level of social value**" (the measure of broader societal outcomes) at **£4.14** of *social value* for every £1.00 invested.

The **benefit cost ratio** measures whether public resources are maximising public value and The Hub is rated '**high**' by the 'Ministry of housing, communities and local government' with **£2.30** of benefit for every £1 invested.

*Quote "HATH is reaching those most in need of its support and is being delivered in an economical, efficient and effective way. HATH's cost savings outweigh its benefit losses and therefore increases its public value. The results demonstrate that providing medical/clinical services in the community is highly cost-effective."*

#### 1. People

Our annual customer survey continues to tell us that customers rate our services as excellent or good. Our recent 2025 survey shows 100% would recommend The Hub to others.

In 2024, Melbourn Hub was a finalist at BBC Radio Cambridgeshire 'Make a Difference Awards' in the category of 'Volunteers', recognising the value of volunteering for the individuals involved and what is delivered for the community. The essence of our motto "**For the Community by The Community**".

In 2024 over 3,100 patients had directly benefited from HATH and feedback from patients indicated that some screening and vaccinations would not have been taken at all if the services had not been available at The Hub or would have had to travel some distance.

The DNA (did not attend rate) was 1% for patients booked at The Hub compared to a 4.51% National average, so The Hub setting is clearly encouraging our community to fulfil their medical appointments, contributing to early preventions and treatments.

HATH has had a gravitational pull for other health and wellbeing providers, keen to regularly hire both the medical space and other Hub rooms to offer more of their services - sooner. Add to this the wider wellbeing and societal benefits The Hub is providing through its many other services, we believe it is truly worthy of its flagship status across the County and beyond.

The MCHMG is proud to have remained self-sufficient and not require any Parish Council grant funding to run the operation since 2022 – especially given the current financial climate. The cost to Melbourn villagers for the Parish Council to sustain the building as owners (building loan repayment and upkeep costs of fixtures and fittings) is less than £3 per band D *household not person*) per month! I think most would agree, this is *incredible* value for all that is provided.

## 2. Latest news

The café continues to prove popular but has faced significant challenges with minimum wage and NI increases in 2024, plus the impact of the cost of living. Balancing affordability (to remain inclusive in a high deprivation ward) against rising costs, has required careful management.

The current café chairs have long exceeded their life expectancy and in essential need of replacement, to ensure customer safety and comfort. This is part of the general maintenance and upkeep costs for MPC. MCHMG have provided quotes to MPC for suitable replacements.

The Hub room hire position is currently positive, with existing and new long-term room hire arrangements for health, outreach and other local services showing early positive growth for 2026. Cambridge Building Society continue offering a service in the village (otherwise potentially lost) by moving to The Hub and offering services there for three half days a week.

The last quarter was popular for seasonal events at The Hub, with two concerts, a Craft Fair and our big free seasonal event 'Turn on to Christmas'. We delivered a fun family Halloween trail as well as free films for children to encourage young readers and focus on inclusivity, especially given Melbourn's high deprivation status amongst other South Cambridgeshire's villages.

We were delighted to engage a new director in November, strengthening our team with added professional skills and much needed help to tackle the significant hours that are needed to direct and run the Hub, alongside the directors' many other commitments outside of the Hub.

## 3. Going Forward

The Parish Council, following a growth in staff numbers seek larger office space and are exploring other premises, if no alternative space can be offered within the building to accommodate this. MCHMG have requested a meeting with MPC to discuss the impact of the various outcomes that could arise from the different possible scenarios, following detailed email exchanges between parties outlining some of the specific issues faced and suggested potential solutions to consider.

MCHMG understand that The Parish Council have engaged a solicitor to interpret The Hub lease into plainer language to clarify their role and responsibilities. MCHMG have asked that the outcome from this be shared with them, in the event of any potential contradiction with the understanding of the lease that MCHMG have been working to since it was created in 2013!

Thank you for your attention and hope that the above information proves helpful.

**Melbourn Community Hub Management Group**

MCHMG January 2026

## Appendix A

### Melbourn Hub – services adding social value for the community

#### 1. Hub team

- **9 x directors/trustees** (bringing their professional skills & experience for free)
- **17 paid staff** (including a Hub manager) providing local employment.
- **Over 40 volunteers** (supporting desk, café, library and other events & activities) helping with personal wellbeing and social inclusion for local people.
- The Hub also **offers placements** for D of E and work experience students, as well as Saturday jobs for young people, plus opportunities for people with SEN.

#### 2. Hub's Main Features

- **Hub desk** – local information and general support
- **Café** - offering affordable value, children's character meals, takeaway and buffets.
- **Library** - books for leisure and support, children's books & printing and copying.
- **Room Hire** – 4 rooms plus Atrium for hire to businesses, individuals, community groups, outreach and public services such as MPC.

#### 3. Public 'value add' services available currently or launched previously at The Hub

##### 3.1 Health

- Community Support for Dementia memory cafes
- Dementia experience buses
- Mind CPSL wellbeing cafes and calm space room
- Mindful March – young people's mental health event with Mind CPSL
- Breast Health awareness Q&A sessions
- Knee and hip replacement Q&A sessions
- Covid 'walk in' seasonal vaccination clinics
- Flu vaccinations
- Children's vaccination programme
- Carers café
- Menopause café
- Women's health cervical screening
- Health checks (Healthy You)
- Social prescribers
- Phlebotomy
- Physiotherapy
- Pharmacist
- Mental Health clinics
- Alzheimer's clinics
- Asthma and COPD clinics
- Diabetes prevention
- Osteopathy
- Podiatry

##### 3.2 Outreach Services

- Relationship Counselling (formerly Relate)
- Citizens Advice
- Cambridgeshire Rape Crisis

### **3.3 Self Help Groups/organisations**

- Silver surfers
- Wellbeing walks (from The Hub)
- Tea and Sign
- SEN support
- Autism support for parents
- Knit and natter
- Timebank drop in sessions
- U3A

### **3.4 Leisure/educational**

- Hub events (street parties for Jubilee and Coronation, various seasonal events, concerts, entertainers and quiz nights etc)
- Art exhibitions
- Artist at work sessions
- Meet the Author evenings
- Children's reading challenge
- Seasonal children's events
- Children's film shows
- Storytime for under 5s
- Lunch club for older residents (including volunteer drivers for the mobility impaired)
- DJ session for young people
- 'Pop up' shops and charity fundraising stalls
- Antiques valuations
- Cycle repair sessions
- Free unwanted library books
- Access to local magazines, leaflets and information board

### **3.5 Other public services**

- Parish Office (access to Parish Clerks)
- Building Society
- MP surgeries
- Local councillor surgeries
- Police drop-in surgeries (coffee with a cop)
- Local information and consultations
- Covid Response Centre during lockdown
- Foodbank
- Meals for vulnerable families during lockdown
- Giving tree – Christmas gifts for vulnerable children

**Games night at Vicarage Close**



**Memory Café at Meldreth Village**



**Afternoon Tea at Vicarage Close**



**Christmas lunch at the Hub**



**MACS Volunteer lunch at The Green Man**



# Melbourn Community & Timebank Report: December '25

## December activities

2	Chair based sessions Yoga at Coffee morning on 4 <sup>th</sup> and 18 <sup>th</sup>
1	<b>Daytime Disco 7<sup>th</sup> - 27 attendees</b>
1	<b>Quiz team at the Pheasant 10<sup>th</sup> – 8 attendees</b>
1	Memory Café (Community Support for Dementia) 13 <sup>th</sup> at Meldreth Village Hall – 70 attendees
1	<b>Christmas Afternoon Tea at Cozy Corner - 15<sup>th</sup> 35 attendees with 2 takeaways</b>
1	<b>Games Night 15<sup>th</sup> – 7 attendees</b>
1	Christmas lunch at the Hub 17 <sup>th</sup> – 48 attendees, 1 delivery
3	🧘 Yoga sessions at Elin Way
6	MACS Cozy Corner/Food Bank sessions
1	<b>Acre Village Agent visits to Cozy Corner</b>

## Membership growth data: to 18/12/25

	November	December	Conversion	Pipeline
Individual Members	174	175	1	2
Organisational Members	18	18	-	-

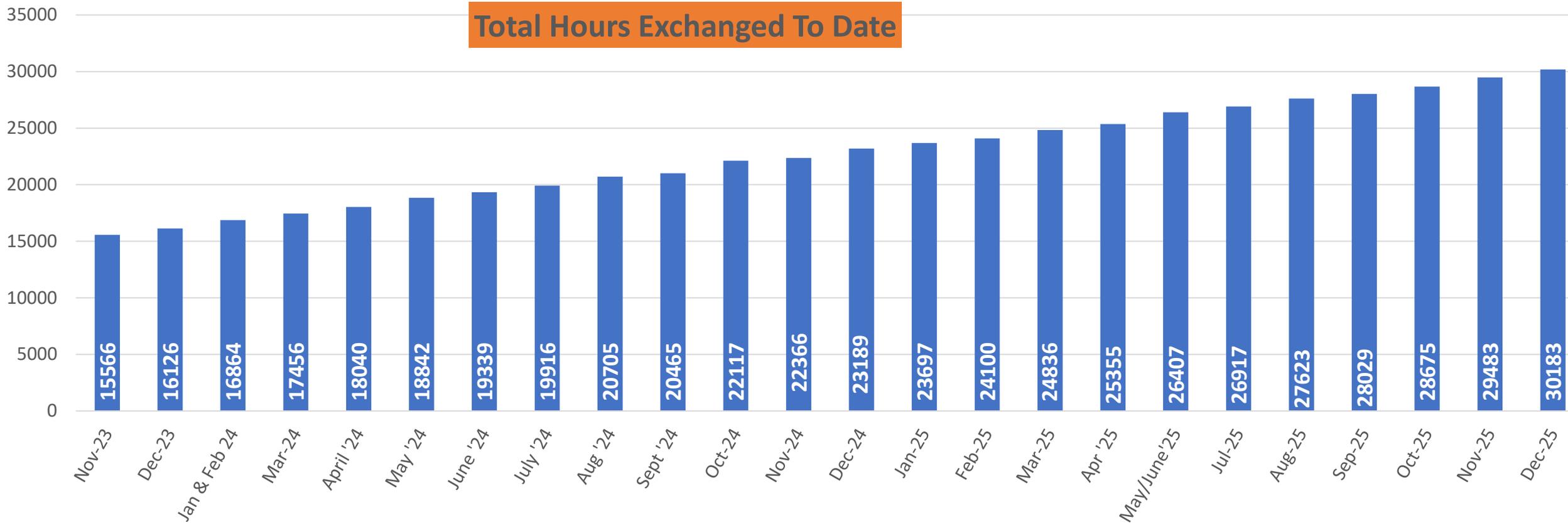
## Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1650	545	3558

## Weekly activities

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

## Total Hours Exchanged To Date



### AOB/Forthcoming events:

**Warm welcome week at Cozy Corner** January 19-23

MACS Volunteer Polo shirts available end of January

Coordinator attending Community energy workshop 3rd February



# Cambridgeshire Community Hubs Network

## Activity reporting form for December 2025

### Your details

<b>Community Hub name:</b>	Melbourn Cozy Corner
<b>Your name:</b>	Stephanie Trayhurn
<b>Date this form is being submitted:</b>	Thursday 18 <sup>th</sup> December '25

### About your Hub's activities

<b>What activities have you (or other individuals/organisations) provided at your Hub?</b>
Crafts, Bingo, Games, Afternoon Tea, Lunch

### Your Hub's operating dates and times during December 2025

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Monday 1 <sup>st</sup> (Lunch 15)	12.00	15.00	17	5
Thursday 4 <sup>th</sup>	12.00	15.00	16	6
Monday 8 <sup>th</sup> (Lunch 16)	12.00	15.00	12	6
Thursday 11 <sup>th</sup>	12.00	15.00	11	5
Monday 15 <sup>th</sup> (Christmas Afternoon tea 35)	12.00	15.00	35	7
Thursday 18 <sup>th</sup>	12.00	15.00	11	6

### Submitting your form

Please email your completed form to Alison Brown, Head of Business Services via [alison.brown@camsacre.org.uk](mailto:alison.brown@camsacre.org.uk).

## PC158 2526c) Reconsidering Timebank phone replacement

Thank you for the donation of an android phone as a replacement to the ailing current handset the Timebank and Community Coordinator uses.

Unfortunately, I had omitted to understand the need for a useable and appropriate phone rather than just a replacement.

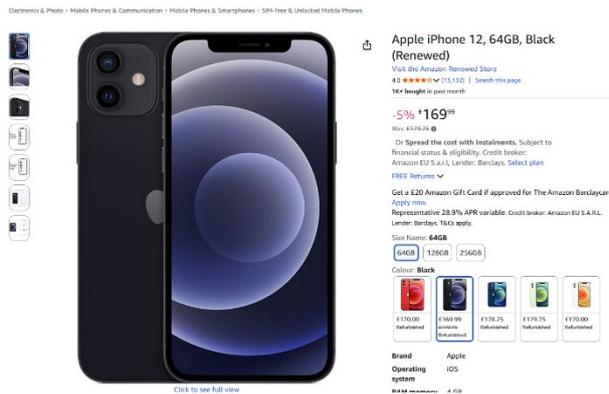
The Timebank and Community Coordinator uses this phone as a primary method of contact for the Timebank, Cozy Corner, the Food Bank as well as working on the go. The android phone offered in replacement is slightly better than the current handset but by providing a IOS device we would enable easier files sharing between personal and working phones as well as the familiar usability to the user.

The upgrade of phone model and operating system is intended to improve workflow.

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.

### Device only (example)



Electronics & Photo > Mobile Phones & Communication > Mobile Phones & Smartphones > 5G-Free & Unlocked Mobile Phones

Apple iPhone 12, 64GB, Black (Renewed)

Visit the Amazon Renewed Store

4.7      113,132 | Search this page

18+ bought in past month

-5% **£169.99**

Was: £178.25

Or spread the cost with instalments. Subject to financial status & eligibility. Credit broker: Amazon EU S.a.r.l. Lender: Barclays. Select plan

FREE Returns

Get a £20 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. T&Cs apply.

Start from: **£468**

64GB £128.00 128GB £169.99 256GB £178.25

Colour: **Black**

 £128.00 (Renewed)	 £169.99 (Renewed)	 £178.25 (Renewed)	 £179.25 (Renewed)	 £201.00 (Renewed)
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Brand: Apple

Operating system: iOS

RAM: 6GB

[Apple iPhone 12, 64GB, Black \(Renewed\) : Amazon.co.uk: Electronics & Photo](https://www.amazon.co.uk/Apple-iPhone-12-64GB-Black-Renewed/dp/B09LW59842)

### 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)).

The latest government reports state that;

Young people in the UK face significant challenges including financial instability (poverty, housing, job insecurity), poor mental and physical health (anxiety, depression, obesity linked to diet), social isolation and increased online exploitation, rising crime (knife crime, drug dealing), and disruptions to education and social development from the pandemic and austerity, leading to a lack of opportunities and support. (say reports from the House of Lords, Barnardo's, Nacro, the University of York, the GOV.UK Youth Strategy, and King's College London).

Even without the above statement we all recognise that we have a responsibility to the youth of our community which now requires serious consideration. (Our parish population has now reached over 5,100.<sup>1</sup> and growing).

We have discussed previously the need for a provision of a youth facility and have a standing commitment to support the youth.

I would like the Parish to now push this agenda forward as a priority (our commitment was made in the Strategic Plan in 2022<sup>2</sup> )

I would like us to commence with a study of providing a Youth facility (probably on the Old Rec) to provide a permanent joint facility for the Scouting association, the Cadets, a Youth Centre ,Day centre and all other youth initiatives we have now and other uses that a large hall could be utilised for (Safe space , Food bank , Warm Hub.Home school meeting space etc).

I also propose that we visit as many comparable facilities and organisations to better understand needs and how to support them and also to meet with the local schools for similar fact finding.

I want to add here that we should also have consideration that if a 2 floor building is planned then the upstairs could provide fit for purpose parish Offices and meeting room.

Such Good Works need to be funded.

As a guide from the parish records The Hub building cost (in 2014) £650,000 including commercial kitchens.

I believe we need to make a start now in investing in the next generations and look forward to a full and frank discussion.

---

<sup>1</sup> Office for National Statistics estimates

<sup>2</sup> [Document-4.24-Melbourn-Parish-Council-Strategic-Plan-v2-July2022.pdf](#)

**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~~<sup>1</sup> 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.

<sup>1</sup> ~~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**

Doc. No.: 6.08

Version: ~~23~~

Date approved: ~~September 2022~~ November 2025

Review date: ~~September 2023~~ November 2026

Formatted Table

- (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.

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**  
**Melbourn Area Youth Development**

Doc. No.: 6.08  
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Review date: ~~September 2023~~November 2026

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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~~ 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

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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

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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

## Youth Services

There have been 14 sessions run this term, and we have seen 57 young people.

Age	11	12	13	14	15	16	17	18+
Number Female	3	6	14	4	2			
Number Male	1	2	13	10	2			

Week Commencing	Number	Notes
01 Sep		No session – schools not back
08 Sep	14	Couple of new year 7s signed up. Nice atmosphere enjoying facilities. Chatted to some older ones outside to find out what they wanted to do in future weeks. Conversations about school, food, school subjects, teachers, holidays, sports and family visits.
15 Sep	26	YP were there waiting when we arrived. More interest in doing the quiz this week plus the usual use of computers and games consoles. Lovely atmosphere all evening with conversations about cooking activity for next week. Craft was very popular.
22 Sep	20	Toasties went down well with young people making their own including lessons in how to use a cheese grater! Lots of activity on PS5 and listening to music with conversations about school, subjects, caravans, homeless man. Good mix across age groups during cooking.
29 Sep	24	Warm evening with YP there waiting when bus arrived. Planned food activity for next week, enjoyed quiz on Space, listening to music, playing PS5. Conversations about music and appropriate lyrics, insects, Dubai chocolate.
06 Oct	27	Lively full session with popular pumpkin sewing craft. Conversations about relationships, bad influences, A couple of key one-to-one conversations about being in care and improvement with parents which will hopefully lead to moving back home, and the other about mental health issues, being discharged from CAMH, doesn't feel they can talk to parents so offered some options.
13 Oct	27	Few new members tonight. Most making use of games consoles, music and PCs. Not much interest in craft and quiz. Conversations about discharge from CAMHS (seemed more positive than last week), rubbish day at school, visiting potential colleges. Had to intervene over possible name calling.
20 Oct	23	A slow start but then built up. Enjoyed playing doughnut on a string game and chatted about ideas for food and activities for next term. Good conversations about school, crushes and Halloween.
27 Oct		Half-term
03 Nov	11	Quieter session but good chats about half term, TikTok, Halloween, injury from scooter accident, parties and visiting relatives. Enjoyed doing quiz but hot dogs not popular. One-to-one about returning to live with parents on staggered schedule (going well).
10 Nov	22	Good session with toastie wraps enjoyed by all. Lots of conversations in groups and individually about school, school dinners, cannabis (parental use), isolation at school today, punishments at home, having to stay at cousins.
17 Nov	22	slight delay due to traffic so YP very excited when bus arrived. A loud but good atmosphere, all in good spirits. Played tabletop games and football. Conversations about school, GCSE papers. Little bit of inappropriate language had to be challenged.

24 Nov	24	Very cold evening, but still enjoyed making milkshakes, playing cobbler, doing quiz and a bit of crafting. Conversations about school, Christmas, arguments with friends and fight, being wrongly blamed, concern for friend, mental health issues, self-harming incident witnessed at school.
01 Dec	15	Loaded hot chocolates available tonight, very popular. Much quieter atmosphere possibly a result of something that had happened at school. Bit of football played outside and good use of craft activity. Relationship issue came up which resulted in conversations about faithfulness, safe sex, legal ages and more.
08 Dec	21	great fun making gingerbread houses! Various conversations about school, football, mental health, importance of openness with parents, trial week moving back to parents.
15 Dec	25	Great last session of the term with party food, Christmas music and lots of chat. New member with additional needs attended and seemed to fit in well but normally clashes with football. Unfortunately, most of the evening was taken up with dealing with one YP who arrived very intoxicated, required first aid, water and trip to toilet. Staff had to provide lift home for his safety.



[www.connectionsbusproject.org.uk](http://www.connectionsbusproject.org.uk)

07887 947 748 | [admin@connectionsbusproject.org.uk](mailto: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](http://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



## **PROCEDURE: DISPENSATIONS FOR COUNCILLORS**

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

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

### **1. Introduction**

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

This procedure explains:-

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

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

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

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

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

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

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

### 3. Process for making requests

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

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

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

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

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

### 4. Consideration by the Parish Council

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

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

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

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

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

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

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

#### 5. Criteria for Determination of Requests

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

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

#### 6. Terms of Dispensations

Dispensations may be granted:

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

#### 7. Disclosure of Decision

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

A copy of the dispensation will be kept.

Document Approval:

  
(Chair to Melbourn Parish Council)

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

Review Policy: Every ~~12-24~~ months

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

**MELBOURN PARISH COUNCIL**

Doc. No.: 3.06  
Version: 1  
Date approved: 13 January 2025 | 4 January 2026  
Review date: January 2026 | January 2028

**MELBOURN PARISH COUNCIL DISPENSATION REQUEST FORM**

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

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

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

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

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

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

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

### **1. POLICY:**

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

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

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

### **2. OBJECTIVES**

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

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

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

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

### **3. PROCEDURE**

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

3.2 Specific tasks are as follows:

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

3.3 Risk Assessment Format

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



**Document Approval:**

**(Chair to Melbourn Parish Council)**

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

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

## APPENDIX 1

### TYPES OF RISKS TO BE CONSIDERED

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

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

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

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

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

**APPENDIX 2**

**FORMAT TO BE USED FOR RISK ASSESSMENTS**

**FINANCIAL/NON-FINANCIAL RISK ASSESSMENT**

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