



🏠 **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 22 April 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, Davey, Kilmurray, Kyprianou

Absent: Cllr Wilson

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

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:31

PC208/2526 To receive and approve apologies for absence

Apologies received from Cllrs Campbell, Cowley, Hart, Kanagarathnam and Redelinghuys all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Campbell, Cowley, Hart, Kanagarathnam and Redelinghuys.

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

PC209/2526 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

Cllr Kilmurray declared an interest in items PC220/2526a-d), PC213/2526h)

At time of vote Cllr Kyprianou declared an interest in item PC213/2526j).

Dispensation was granted to remain for discussion but not vote.

PC210/2526 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.

Two members of the public present.

MOP requested confirmation of the rules around dogs on the lead on the New Rec. It was noted that dogs are only required to remain on the lead on the College back field. It was noted that there is a need for signage to remind people to pick up after their dog. ACTION: Office to review and present costs to Maintenance Committee.

MOP enquired about increasing the width of the path to the pavilion to make it more suitable for mobility scooters etc. ACTION: Item to be added to Maintenance Committee agenda for consideration.

PC211/2526 To report back and approve the minutes of the Parish Council meeting held on 25 March 2026

It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 March 2026 as an accurate record.

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

PC212/2526 To receive reports from the District and County Cllrs for Melbourn

A verbal report was received from County Cllr Bostanci. Highlights include East West Rail consultation, Nature Recovery Consultation, Community Flood Action programme and Highways improvements. Thanks were passed to County Cllr Bostanci for his efforts in addressing the many

highways repair issues in the area. *A full copy of the report can be found in the supporting documents for this meeting.*

PC213/2526 Finance Matters

- a) To receive finance report covering March 2026.
A comparative report covering March 2026 was received.
- b) To note any transfer of funds from Unity Instant Access Savings account to Unity Current Account.
No transfers to note.
- c) To consider approval of 2026/27 membership fees for the Institute of Cemetery and Crematorium Management (iccm) at cost of £110 (2024/25 £105).
It was RESOLVED to approve membership fees for the Institute of Cemetery and Crematorium Management (iccm) at cost of £110.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- d) To consider approving invoice from Rialtas for annual support and software fees for finance system to the value of £4,173.00+VAT.
It was noted that budgeted spend has been brought forward due to early implementation of products. It was RESOLVED to approve Rialtas invoice for annual support and software fees for finance system to the value of £4,173.00+VAT.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- e) To consider approving renewal of membership to SLCC for the Clerk at a cost of £379 (£360 2025/26) and Deputy Clerk at a cost of £200 (£190 2025/26).
It was RESOLVED to approve renewal of membership to SLCC for the Clerk at a cost of £379 and Deputy Clerk at a cost of £200.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- f) To note approval by Maintenance Committee of renewal of parish van insurance at a cost of £657.92 (2025/26 £640.20).
Approval noted.
- g) To note approval by Maintenance Committee of renewal of service contract with Stannah to cover stairlift at Melbourn Community Hub at a cost of £268.43+VAT (2025/26 £259.35).
Approval noted.
- h) To consider approving invoice for £202.27 from Harts Books to be taken from library s106.
It was noted that a small overspend of £2.27 was agreed. It was RESOLVED to approve invoice from Harts Books at a cost of £202.27.
Proposed by Cllr Barnes, seconded by Cllr Alexander.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Kyprianou.
Against:
Abstain: Cllr Kilmurray
- i) To consider approval of invoice for £1,592.00 for Connections Bus visits.
It was RESOLVED to approve invoice from Connections Bus at a cost of £1,592.
Proposed by Cllr Davey, seconded by Cllr Coulman. All in favour.
- j) To consider approving the approvals list for April 2026.
It was RESOLVED to approve the approvals list for April 2026.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Kilmurray.
Against:
Abstain: Cllr Kyprianou

PC214/2526 Bank Reconciliations

- a) To note bank reconciliation for March 2026.
It was noted that due to delayed bank statements in relation to year end the bank reconciliation was not available to be completed before the meeting. Papers are now ready to be reviewed.

PC215/2526 Governance

- a) To receive Notice of Uncontested Election.
Notice of Uncontested Election received.
- b) To consider proposal for Councillor training to be completed after elections.
It was RESOLVED to approve the proposal for Councillor training, preference option one (onsite training for all Cllrs) with any unavailable to attend offsite sessions as required.
Proposed by Cllr Kilmurray, seconded by Cllr Alexander. All in favour.

- c) To consider approval of Fixed Asset Register April 2026.

It was RESOLVED to approve the Fixed Asset Register April 2026 as recommended by Finance & Good Governance Committee.

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

- d) To receive updates and consider actions.

None received.

PC216/2526 Neighbourhood Plan

- a) To receive update on Neighbourhood Plan project and consider any actions.

Chair and Clerk arranging meeting with Meldreth Neighbourhood Plan group to identify if any collaboration between the two Parishes would be beneficial.

PC217/2526 Correspondence

- a) Update on beech hedge at Kays Close.

Update requested from resident, to be presented to Council when received. County Cllr Bostanci is following up with compliance team around possible actions.

- b) To formally receive invitation from Melbourn Energy Superloop to attend public information event to be held on 24th April 2026.

Invitation received. Members of Council will be attending on 24 April 2026.

- c) To note request for formal Council response to Melbourn Energy Superloop recent communications. At this time there is no formal response from Council. It was noted that the only consultation Council are expecting will be a planning application and the item will be added to the agenda accordingly. Residents are encouraged to attend information events and raise concerns directly with Melbourn Energy Superloop.

- d) To receive updates and consider actions.

None received.

PC218/2526 Maintenance Matters

- a) To receive update on planning permission for Allotment Association grant projects and to consider covering the cost of submitting the planning application.

It was RESOLVED to proceed with proposal to title Melbourn Parish Council as the applicant and the Allotment Association as the agent and to cover the cost of the 50% reduced planning application fee up to the value of £400.

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

- b) To consider approval of recommended changes to Cemetery Rules and Regulations and Notice of Interment to formalise the scattering of ashes at New Road Cemetery.

It was RESOLVED to accept the changes to Cemetery Rules and Regulations and Notice of Interment.

Proposed by Cllr Davey, seconded by Cllr Barnes.

- c) To receive updates and consider actions.

None received.

PC219/2526 Planning Matters

- a) To consider proposal of lease agreement for Scouts building on the Old Rec and consider costs associated with proceeding.

It was RESOLVED to proceed with legal advice, estimated £1,500, for the lease agreement relating to Scouts storage hut on Old Rec.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes.

- b) To receive updates and consider actions.

None received.

PC220/2526 Community Hub

- a) Chair to report on attending Community Hub Management Group (MCHMG) meeting and encourage Cllrs to attend or visit the Hub.

Chair reported having attended a very positive meeting and encouraged Cllrs to attend future meetings as well as attending the Community Hub during the day to experience the activities undertaken and to introduce themselves to the Management Group.

- b) To note request for works to guttering and note possible application for Improving High Street grant from South Cambridgeshire District Council to fund works.

Request noted. ACTION: Office to follow up with MCHMG and suppliers for quotes as required.

- c) To consider proposal and associated costs for Melbourn Parish Council occupying further space at Melbourn Community Hub.
Chair reported a meeting with the MCHMG. An offer for Melbourn Parish Council to occupy the Dickens Room for an annual cost of £9,375 was received and considered by Council.
It was RESOLVED to proceed with the offer and work with MCHMG to formalise the offer through and addendum to the lease.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
In favour: Cllrs Alexander, Barnes, Clark, Coulman, Davey, Kyprianou.
Against:
Abstain: Cllr Kilmurray
- d) To receive updates and consider actions.
None received.

PC221/2526 Health, Safety, Accessibility and Wellbeing

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

PC222/2526 Melbourn Timebank and Community Coordinator Reports

- a) To receive the Timebank monthly report for March.
Timebank report received with thanks.
- b) To note any Timebanking expenses.
Timebanking expenses of £65.92 noted.
- c) To receive updates and consider actions.
None received.

PC223/2526 To receive an update from the MAYD Joint Committee

- a) To receive termly report from Connections Bus.
Termly report noted. It was noted that the Connections Bus is a valuable service for the youth. Cllr Kyprianou reported visiting the bus and being impressed by the quality of the care and service provided especially around safeguarding and signposting relevant external services.
- b) To consider approval of spend to enable Connections Bus attending Melbourn Fete to promote activities for youth.
It was RESOLVED to approve a budget of £750 to invite Connections Bus and Community Team to attend the fete and encourage youth voice via a thought wall.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- c) To note meeting at Melbourn Village College with Community Team from Cambridgeshire County Council.
Clerk reported ongoing work with Cambridgeshire County Council Community Team and efforts to engage with Melbourn Village College.
- d) To note, with thanks, contribution to MAYD activities received from Meldreth Parish Council (£1,850).
Contribution noted with thanks. ACTION: Letter of thanks to be sent to Chair of Meldreth Parish Council.
- e) To receive update and consider actions.
None received.

PC224/2526 To receive an update from the Futures Working Committee

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

PC225/2526 HR Matters

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

PC226/2526 Policies

- a) To consider recommendation from Maintenance Committee to approve the updates to Document 8.02 Risk Management Document Playparks.
It was RESOLVED to accept the updates to Document 8.02 Risk Management Document Playparks.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

- b) To consider recommendation from Maintenance Committee to approve the updates to Document 8.03 Risk Management Document Cemeteries.
It was RESOLVED to accept the updates to Document 8.03 Risk Management Document Cemeteries.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- c) To consider recommendation from Maintenance Committee to approve the updates to Document 8.04 MVAS Risk Assessment.
It was RESOLVED to accept the updates to Document 8.04 MVAS Risk Assessment.
Proposed by Cllr Kilmurray, seconded by Cllr Coulman. All in favour.
- d) To consider recommendation from Maintenance Committee to approve the updates to Document 8.08 Risk Management Document Allotments.
It was RESOLVED to accept the updates to Document 8.08 Risk Management Document Allotments.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.
- e) To consider recommendation from Maintenance Committee to approve the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.
It was RESOLVED to accept the updates to Document 8.09 Litter Picking Risk Assessment Staff and Service Providers.
Proposed by Cllr Barnes, seconded by Cllr Coulman. All in favour.
- f) To consider recommendation from Maintenance Committee to approve the updates to Document 8.11 Pavilion Risk Assessment.
It was RESOLVED to accept the updates to Document 8.11 Pavilion Risk Assessment.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- g) To consider approval of Investment Strategy for 2026/27 (6 month review).
It was RESOLVED to accept the Investment Strategy for 2026/27 including notes of review.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.
- h) To consider approval of updates to Document 4.01 Policy for Creation, Revision and Review of Documents.
It was RESOLVED to accept the updates to Document 4.01 Policy for Creation, Revision and Review of Documents.
Proposed by Cllr Kilmurray, seconded by Cllr Kyprianou. All in favour.
- i) To consider approval of updates to Document 4.04 Expenses Policy.
It was RESOLVED to accept the updates to Document 4.04 Expenses Policy.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- j) To consider approval of updates to Document 4.06 Gifts and Hospitality Policy.
It was RESOLVED to accept the updates to Document 4.06 Gifts and Hospitality Policy.
Proposed by Cllr Barnes, seconded by Cllr Davey. All in favour.
- k) To consider approval of updates to Document 4.09 Modern Slavery Statement.
It was RESOLVED to accept the updates to Document 4.09 Modern Slavery Statement.
Proposed by Cllr Coulman, seconded by Cllr Barnes. All in favour.
- l) To consider approval of updates to Document 4.14 Reserves Policy.
It was RESOLVED to accept the updates to Document 4.14 Reserves Policy.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- m) To consider approval of updates to Document 4.37 Asset Management Reserve Policy.
It was RESOLVED to accept the updates to Document 4.37 Asset Management Reserve Policy.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- n) To consider approval of updates Document 6.10 Terms of Reference for Internal Audit.
It was RESOLVED to accept the updates to Document 6.10 Terms of Reference for Internal Audit.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- o) To consider approval of updates to Document 6.11 Futures Working Party Terms of Reference.
It was RESOLVED to accept the updates to Document 6.11 Futures Working Party Terms of Reference.
Proposed by Cllr Barnes, seconded by Cllr Coulman. All in favour.
- p) To consider approval of updates Document 8.15 General Risk Register.
It was RESOLVED to accept the updates to Document 8.15 General Risk Register.
Proposed by Cllr Davey, seconded by Cllr Coulman. All in favour.
- q) To consider approval of updates Document 1.0 Members Code of Conduct
It was RESOLVED to accept the updates to Document 1.0 Members Code of Conduct

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

- r) To receive updates and consider actions.

None received.

PC227/2526 Chairs Announcements

A reminder for elected Cllrs to return their election expenses form to SCDC.

Cllr Davey noted that the works to the Community Orchard looked wonderful and thanks were passed to Shire Trees for their care and hard work.

PC228/2526 To note the dates of the upcoming meetings and events as:

- a) Planning Committee Meeting, **Wednesday 6 May 2026** at 7:30pm (note not 2nd Wednesday)
The next Planning Committee Meeting was noted as Wednesday 6 May 2026.
- b) District and Parish Council Elections, **Thursday 7 May 2026**
The District and Parish Council Elections were noted as Thursday 7 May 2026.
- c) Annual Parish Council Meeting, **Wednesday 13 May 2026** at 7:30pm (note not 4th Wednesday)
The Annual Parish Council Meeting was noted as Wednesday 12 May 2026.
- d) Maintenance Committee Meeting, **Wednesday 20 May 2026** at 7:30pm
The next Maintenance Committee Meeting was noted as Wednesday 20 May 2026.
- e) Community Benefit Grants Meeting, **Wednesday 3 June 2026** at 7.30pm
The Community Benefit Grant Meeting was noted as Wednesday 3 June 2026.

Meeting closed 20:57



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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Wednesday 25 March 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, Campbell, Clark (Chair), Davey, Kanagarathnam, Kilmurray, Redelinghuys.

Absent:

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

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:30

PC187/2526 To receive and approve apologies for absence

Apologies received from Cllrs Coulman, Cowley, Hart, Kyprianou and Wilson all with acceptable reasons.

It was RESOLVED to accept apologies of absence from Cllrs Coulman, Cowley, Hart, Kyprianou and Wilson.

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

PC188/2526 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 PC192/2526h&i) and PC199/2526 a-b).

Dispensation was granted to remain for discussion but not vote.

PC189/2526 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.

Two members of the public present.

PC190/2526 To report back and approve the minutes of the Parish Council meeting held on 25 February 2026

Grammatical errors corrected. It was RESOLVED to approve the minutes of the Parish Council meeting held on 25 February 2025, with grammatical errors corrected, as an accurate record.

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

PC191/2526 To receive reports from the District and County Cllrs for Melbourn

A verbal report was received from County Cllr Bostanci. Highlights include report on specific works for Melbourn under the Highways Improvement Programme. County Cllr Bostanci is representing Melbourn issues when meeting with the new Highways Maintenance Manager for the area. Attention was made to the EV Kerb charging channel trial being rolled out by Cambridgeshire County Council. ACTION: Office to promote opportunity. *A full copy of the report can be found in the supporting documents for this meeting.*

PC192/2526 Finance Matters

- a) To receive finance report covering February 2026.

A comparative report covering February 2026 was received.

- b) To note transfer of funds from Unity Instant Access Savings account to Unity Current Account.
Transfer of £40,000 noted.
- c) To consider approving CAPALC affiliation fees, NALC membership and Data Protection Officer Membership Scheme for period 1 April 2026 – 31 March 2027 at a cost of £1,067.33. (£1,032.00 2025/26)
It was RESOLVED to approve CAPALC affiliation fees, NALC membership and Data Protection Officer Membership Scheme for period 1 April 2026 – 31 March 2027 at a cost of £1,067.33.
Proposed by Cllr Kilmurray, seconded by Cllr Kanagarathnam. All in favour.
- d) To consider approving CAPALC invoice for mid-year audit, completed on 24 February 2026 at a cost of £251.50. Report to be considered under item PC173/2526c).
It was RESOLVED to approve CAPALC invoice for mid-year audit, completed on 24 February 2026 at a cost of £251.50.
Proposed by Cllr Campbell, seconded by Cllr Kilmurray. All in favour.
- e) To consider approving annual payment to Royston and District Community Transport from allocated s106 monies at a cost of £5,000.
It was RESOLVED to approve annual payment to Royston and District Community Transport from allocated s106 monies at a cost of £5,000.
Proposed by Cllr Campbell, seconded by Cllr Barnes. All in favour.
- f) To consider approval of annual costs for industrial waste disposal from bin at Moor car park at a cost of £497.12 (2025 - £459.42).
It was RESOLVED to approve annual costs for industrial waste disposal from bin at Moor car park at a cost of £497.12.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.
- g) To note costs paid to Savills (acting on behalf of the Church Commissioners for England) of £390.00, under delegated authority, to instruct them to review and approve plans for Scouts storage building required under restrictive covenant on land named the Old Rec.
Payment was noted.
- h) To consider approving payment of Hundred Housing sinking fund invoice for Brooksbank at a cost of £922.09.
It was RESOLVED to approve payment of Hundred Housing sinking fund invoice for Brooksbank at a cost of £922.09.
Proposed by Cllr Clark, seconded by Cllr Barnes.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.
Against:
Abstain: Cllr Kilmurray
- i) To consider approving invoice for £105.50 from Harts Books to be taken from library s106.
It was RESOLVED to approve the payment of Harts Book invoice at a cost of £105.50.
Proposed by Cllr Campbell, seconded by Cllr Alexander.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.
Against:
Abstain: Cllr Kilmurray
- j) To consider approving the approvals list for March 2026.
It was RESOLVED to approve the approvals list for March 2026.
Proposed by Cllr Barnes, seconded by Cllr Campbell. All in favour.

PC193/2526 Bank Reconciliations

- a) To note bank reconciliation for February 2026.
It was duly noted that the bank reconciliation for February 2026 had been completed.

PC194/2526 Governance

- a) To note office closures during upcoming Easter holidays.
Office closure for Easter bank holiday noted.
- b) To note Community Benefit Grants, call for applications publicised – deadlines for applications Wednesday 20 May 2026, awarded on Wednesday 3 June 2026.
Community Grants deadline and award meeting date noted.
- c) To consider approval of Mix Music holding Community Grant award for use until 2027.
It was RESOLVED to approve Mix Music holding the Community Grant award for use until 2027 under the proviso that monies are used as originally stated and within the additional year. If further

funds are required to deliver the activity the original funds will be returned and a new application will be made.

Proposed by Cllr Davey, seconded by Cllr Barnes.

- d) To receive report and consider actions from mid-year internal audit completed on 24 February 2026. Internal audit report received. No actions to consider at this time.
- e) To consider response to the Government consultation on Local Government Reorganisation options. <https://consult.communities.gov.uk/local-government-reorganisation/cambridgeshire-and-peterborough/>
Cllrs were encouraged to complete consultation with their own views.
- f) To receive updates and consider actions.
None received.

PC195/2526 Neighbourhood Plan

- a) To consider actions for progressing with Neighbourhood Plan.
Clerk updated on information gathering around completing a Neighbourhood Plan and will provide a report and proposal for Council to consider. Meldreth is currently undertaking a Neighbourhood Plan project, the possibility of working on a joint plan will be investigated. ACTION: Chair to contact Meldreth Neighbourhood Plan group.
In consideration of preparing for the Neighbourhood Plan it was proposed that Council accept the recommendation from MAYD Committee to complete a parish wide strategic review as laid out in the quote from Council HR and Governance Support to produce an asset review to look at long term planning and identify gaps in servicing the community (MAYD24/2526) at a cost of £2,625 (plus reasonable expenses).
Proposed by Cllr Campbell, seconded by Cllr Kilmurray.
All in favour.

PC196/2526 Correspondence

- a) To note offers to purchase land at Grinnel Hill and consider formal response.
Offers to purchase land received. It was stated that the policy of Melbourn Parish Council is not to sell land. It was proposed to consider sale of land at Grinnel Hill.
Proposed by Cllr Kilmurray, seconded by Cllr Davey.
No votes in favour.
Proposal was LOST.
ACTION: Office to respond to confirm the land is not for sale.
- b) To receive letter with regard to beech hedge in Kays Close.
Correspondence received. ACTION: Office to contact all parties to see how Melbourn Parish Council can support resident. ACTION: Ensure item is brought back to Council in a timely manner due to risk to health.
- c) To receive updates and consider actions.
None received.

PC197/2526 Maintenance Matters

- a) To consider approving costs for vertidrainage of Old Rec (*clerical error of omission of New Rec communicated to Council*) – due to exceptionally wet year and upcoming uses.
It was RESOLVED to approve costs of £1,220+VAT for vertidrainage of Old and New Rec as quoted.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.
- b) To receive update and consider actions on planning permission for Allotment Association grant projects.
Item deferred.
- c) To receive updates and consider actions.
None received.

PC198/2526 Planning Matters

- a) To consider approving response to the Government consultation on a proposed Greater Cambridge Development Corporation. <https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge>
Thanks were passed to Cllr Kilmurray for the work put in to forming the response.
It was RESOLVED to approve response to Greater Cambridge Development Corporation consultation and submit on behalf of Melbourn Parish Council.
Proposed by Cllr Davey, seconded by Cllr Redelinghuys. All in favour.

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

PC199/2526 Community Hub

- a) To consider additional spend of £233.10+VAT on Stannah stair riser fix – part replaced, arms need realigning.
It was RESOLVED to approve additional spend of £233.10+VAT to complete the fix to the Stannah stair riser.
Proposed by Cllr Campbell, seconded by Cllr Alexander.
In favour: Cllrs Alexander, Barnes, Campbell, Clark, Davey, Kanagarathnam, Redelinghuys.
Against:
Abstain: Cllr Kilmurray
- b) To receive updates and consider actions.
None received.

PC200/2526 Health, Safety, Accessibility and Wellbeing

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

PC201/2526 Melbourn Timebank and Community Coordinator Reports

- a) To receive the Timebank monthly report for February.
Report received with thanks. It was noted that the recent Slow Cooker event had been very successful and encouraged the use of the LiFT communication tool offered by South Cambridgeshire District Council.
- b) To note any Timebanking expenses.
Timebanking expenses of £37.35 noted.
- c) To receive updates and consider actions.
None received.

PC202/2526 To receive an update from the MAYD Joint Committee

- a) To note spend of £15.70 for enhanced DBS application in connection with provision of Mix Music DJ Workshops.
Spend of £15.70 for enhanced DBS application noted.
- b) To note Generation Game course to be held at Pavilion for 10 weeks by Connection Bus.
Generation Game information noted.
- c) To receive update and consider actions.
None received.

PC203/2526 To receive an update from the Futures Working Committee

- a) To receive updates and consider actions.
Activities to recommence after election period.

PC204/2526 HR Matters

Two members of the public and County Cllr Bostanci left the meeting 20:35

- a) **Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at item PC204/2526b-d)**
It was RESOLVED to carry the motion to exclude Public and Press as stated above.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- b) To consider wage increase for litter picker contractors.
It was RESOLVED to approve the wage increase for litter picker contractors to bring them in line with minimum wage requirements as recommended by the HR Panel.
Proposed by Cllr Campbell, seconded by Cllr Davey. All in favour.
- c) To consider wage increase for Wardens.
It was RESOLVED to approve the wage increase for Wardens to bring them in line with minimum wage requirements, with adjustments made once the NALC SCP recommendations are published, as recommended by the HR Panel.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- d) To consider increase in SCP for Clerk in response to confirmation of CiLCA qualification.

It was RESOLVED to approve the increase in spinal column point (SCP) for the Clerk, as outlined in the contract of employment and backdated to award date of 23 January 2026, due to completion of the CiLCA qualification as recommended by the HR Panel.

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

e) **Motion to reopen the meeting to the Public and Press.**

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

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

f) To receive updates and consider actions.

None received.

PC205/2526 Policies

a) To consider approving update of approval and review date of policy Document 3.04 Melbourn Parish Council Skills Audit.

It was RESOLVED to approve the update of policy Document 3.04 Melbourn Parish Council Skills Audit.

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

b) To consider approving update of approval and review date of policy Document 3.05 Melbourn Parish Council Co-option procedure.

It was RESOLVED to approve the update of policy Document 3.05 Melbourn Parish Council Co-option procedure.

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

c) To consider approving updates to the accessibility statement for the current website.

It was RESOLVED to approve the update to the accessibility statement for the website.

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

d) To receive updates and consider actions.

None received.

PC206/2526 Chairs Announcements

Chair thanked those Cllrs that attended the Annual Parish Meeting and it was noted that over 30 people were present.

Chair confirmed his attendance at the next Melbourn Community Hub Management Group meeting and encouraged Cllrs to attend future meetings. ACTION: Clerk to inform Cllrs of dates as and when they are announced.

PC207/2526 To note the dates of the upcoming meetings as:

a) Planning Committee Meeting, **Wednesday 8 April 2026** at 7:30pm

The date of the Planning Committee Meeting was noted as Wednesday 8 April 2026.

b) Maintenance Committee Meeting, **Wednesday 15 April 2026** at 7:30pm

The date of the next Maintenance Committee Meeting was noted as Wednesday 15 April 2026.

c) F&GG Committee Meeting, **Tuesday 21 April 2026** at 7:30pm

The date of the next F&GG Meeting was noted as Tuesday 21 April 2026.

d) Full Parish Council Meeting, **Wednesday 22 April 2026** at 7:30pm

The date of the next Full Parish Council Meeting was noted as Wednesday 22 April 2026.

Meeting closed 20:47

Joint Report from County and District Councillors for Melbourn Parish Council

NEW East West Rail Consultation

East West Rail will connect communities between Oxford, Milton Keynes, Bedford and Cambridge, supporting sustainable economic growth in the area. The new railway would make it easier to reach jobs, education, public services and days out with family and friends.

We have updated our proposals to take account of further design work, ongoing engagement, environmental assessments, traffic and transport analysis and feedback from the consultation that concluded in January 2025.

This consultation will run for eight weeks from 14 April to 9 June 2026. The purpose of this consultation is to gather feedback on the updated proposals, particularly the elements which are new or have changed significantly since our previous consultation.

This consultation is intended to be our final consultation before we submit our Development Consent Order (DCO) application. It is important that you're involved in our consultation process as this gives you the opportunity to influence designs and help the project to address local needs and priorities.

More details: <https://eastwestrail.co.uk/consultation/consultation2026>

Cambridgeshire County Council

Nature Recovery from the Ground Up

Cambridgeshire County Council is calling on residents across the county to play an active role in restoring local nature as part of the 'Nature Recovery - From the Ground Up' project (NR-FGU) a new initiative supporting parishes and community groups to design their own Community Nature Recovery Plans.

A Community Nature Recovery Plan is a locally created blueprint that sets out priorities for improving nature and wildlife at a parish level. These plans help communities to shape a vision for nature locally and identify steps to bring about the changes. The plans will support the wider goals of the Local Nature Recovery Strategy (LNRS). Key actions include:

- Restoring habitats
- Creating nature corridors and stepping-stones for wildlife
- Increasing areas managed for wildlife.

These improvements benefit both nature and communities, helping reduce flood risk, support climate resilience, and enabling more people to enjoy time outdoors.

Through a series of workshops, communities explore what makes their local area special, share learning from similar habitats, identify potential projects, and collaborate to make them a reality.

As part of the project, all Cambridgeshire Parishes will have free access to the online mapping software Parish Online until March 2027. This will allow parish councils and community groups acting on their behalf to map out proposed projects relative to LNRS priorities, explore cross parish projects, and

contribute to collaborative maps (e.g. showing swift boxes across the county). **If you are interested in creating a Community Nature Recovery Plan, please get in touch with one of your councillors.**

More details: <https://www.cambridgeshire.gov.uk/news/cambridgeshire-residents-invited-to-help-shape-new-community-nature-recovery-plans>

Flooding

The County Council's Community Flood Action programme aims to:

- increase the county's resilience and ability to adapt to flooding through improving access to flood risk management information,
- improve flood risk data quality,
- provide guidance on asset management and, crucially,
- support local groups in establishing community flood plans.

In addition, to the seasonal newsletters, a series of webinar and in-person workshops are held throughout the year. A recording of the most recent webinar 'Understanding flood risk and different types of flooding' is available online, at https://www.youtube.com/watch?v=UKpz1-v2_GA&feature=youtu.be. **If you are interested in setting up a local flood group, please get in touch with one of your councillors.**

More details: <https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/residents-and-householders/community-flood-action-programme>

Launching a Best Start in Life Delivery Plan to improve outcomes for children and families

At the end of March, Cambridgeshire County Council published its Best Start in Life Delivery Plan, setting out a county-wide commitment to ensure every child grows up healthy, safe, and ready to learn, regardless of background or circumstances.

The plan details how partners across education, health, social care, and the community sector will work together to improve early childhood outcomes and reduce inequalities. It includes ambitious targets for school readiness, improved access to support, and enhanced early years provision across the county.

Best Start in Life will be delivered across the county in response to need to ensure that those families that would benefit most from support are able to access the help they need.

The plan also outlines improvements to home learning support, evidence-based parenting programmes, speech and language services, special educational needs and disabilities (SEND) pathways, perinatal mental health, and infant feeding. A new website will ensure families can access trusted advice easily and at a time that suits them.

<https://www.cambridgeshire.gov.uk/news/launching-a-best-start-in-life-delivery-plan-to-improve-outcomes-for-children-and-families>

Buses

A well-attended meeting of the Bus User Group was held in Bassingbourn in March. The group is an effective way of providing feedback about the performance of local services and building a relationship with those responsible for services at the Cambridgeshire and Peterborough Combined Authority.

While the services – which are a real lifeline for many residents – have improved, the group welcomed that, following our feedback, the Mayoral Combined Authority responsible for bus services is now holding the operator to account.

The group also welcomed that later this year the Combined Authority plans to hold a consultation to feed into a review of the destination needs of local bus users, including across the border to Royston. We will follow up on the timetable and other suggestions made by the group. Please let us know if you want to be added to our email list. A report has been published on my website. **Please let us know if you want to be added to the mailing list.**

More details: <https://adambostanci.mycouncillor.org.uk/2026/03/26/meeting-report-cam-vale-bus-user-group/>

EV cable channel trial

Cambridgeshire County Council will soon start a trial to test electric vehicle cable channels (EVCC). These channels help people who don't have a driveway to charge their electric vehicle (EV) at home. The cable goes inside a small channel in the pavement, so it is safe and tidy.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/electric-vehicle-charging/electric-vehicle-cable-channel-trial>

Highway condition and potholes

As the weather improves, the potholes that opened up due to the cold and wet, should be filled more quickly. While the County Council continues to invest in our highways, as recently recognised by the Government, significant long-term funding is required to deal with the estimated £800m repair bill across the county. **Please continue to report issues in order to get as many issues addressed as possible while the weather conditions are favourable.**

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

South Cambs District Council (SCDC)

SCDC wins funding for AI 'proof of concept' projects

SCDC has successfully secured funding for collaborative work with the University of Cambridge to explore how artificial intelligence (AI) can support councils to improve services and make more effective use of data. The 12-month project is to deliver a proof of concept in five areas:

- Predictive risk intelligence for social housing maintenance (PRISM).

- Human orientated AI – a design framework for reaching vulnerable tenants (housing).
- Map automation for planning and local efficiency (MAPLE).
- AI Enabled surveys (planning)
- Automatic fly-tipping detection using refuse collection vehicle cameras.

More information can be found here: [AI@Cam Local Government AI Accelerator programme](#).

Zero Carbon Communities (ZCC) Scheme

SCDC has committed another £152,000 to the popular ZCC grant scheme. The amount that applicants can apply for has risen from £15,000 per project to £19,500. Since the scheme was launched in 2019, it has supported 82 different projects, awarding over £855,000 to initiatives across the district including energy generation and efficiency, conservation measures at community buildings, community cycling events, cycle shelters, food waste reduction initiatives, community allotment and gardening projects.

The application window will open on Monday 25 May and close on Friday 24 July 2026. Projects on school sites and by parent / teacher associations will be able to apply – if there is a benefit to the wider community. Those interested in applying for a Zero Carbon Communities grant can join a workshop to find out more. Two sessions are to be held on Wednesday 20 May - one running from 12:30pm to 1:30pm and a second one from 6pm to 7pm. Potential applicants are encouraged to [register for either](#).

Cancellation of non-responding postal votes

SCDC officers and councillors have, for several months, been campaigning to warn residents of the expiry of postal votes, which is a legal requirement and happens every three years. The deadline to apply for an extension has now passed and the postal votes of 4,266 residents have had to be cancelled (of the original 15,392 that required renewal) which represents a 72.28% positive response rate. All affected voters will receive a letter to inform them of this change and will also include details on how they might make a new application to vote by post if they wish. Applications need to be received by 5pm on 21 April 2026 to get a postal vote for the 7 May 2026 elections.

If you have any questions, please email elections@scambbs.gov.uk.

Local authority pre-election period began on Monday 30th March

The pre-election period for local authority elections starts on Monday 30th March and runs until the close of polls on Thursday 7th May. This should not unduly affect the PC.

Melbourn Parish Council

Responsible Financial Officer's Report – March 2026

Prepared by: Shelley Coulman, RFO

Date: April 2026

1. Introduction

This report provides an overview of the Parish Council's financial position as of the end of March 2026, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to the 31st March 2026 and includes any future commitments recorded in March. These have been produced using the council finance system.

2. Income Overview

- **Total income to date:** £480,513

Income	£480,513
<u>Deferred Income</u>	<u>(£0)</u>
Total Income	£480,513
- Key income item: The primary source of income remains the precept payment received in April to February. The amount reflects a full year of the total amount received all deferred income has been released in the months in which the income relates.
- Interest income has continued to perform well during the year. The Bank of England held the Base Rate in March, meaning returns on deposits and short-term investments remain relatively strong. However, ongoing global geopolitical tensions and conflicts have the potential to increase inflationary pressures through higher energy and supply costs. If inflation persists, the Bank of England may maintain higher interest rates for longer than previously anticipated.
- The proposed reorganisation of local government does pose a potential longer-term risk to the Parish's financial position. At this stage there remains uncertainty regarding how responsibilities, funding arrangements and service delivery may change, and this will need to be monitored closely.
- During the year the Parish has invested additional funds with the CCLA Investment Management Limited Public Sector Deposit Fund, which is expected to generate an improved return on the Council's reserves while maintaining an appropriate level of security and liquidity.
- Burial, memorial and internment 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, we have raised the 2026 invoice in March which has exceeded the budget.
- £57,563 was received for the community benefit fund and was transferred to the Earmarked reserves.

3. Expenditure Overview

- **Total expenditure to date:** £447,319
- | | |
|--------------|-----------|
| Expenditure | £479,415 |
| Accruals | £1,415 |
| Prepayments | (£33,511) |
| Total Income | £447,319 |

Expenditure currently represents approximately 116% of the annual budget, however this figure is stated before movements to and from reserves are taken into account. Once reserve transfers are considered, the Council remains within its overall planned financial position.

Key expenditure areas include:

- **Salaries and staff-related costs** – Expenditure remains in line with the approved budget and no overspend has occurred.
- **Audit Fees** – The budget appears overspent as the 2025/26 audit fee has been accrued within the current year. This is an accounting adjustment rather than additional cash expenditure.
- **Legal Fees** – There is currently an overspend within legal costs; however, this may be partially offset against Parish Planning, which remains underspent.
- **Grounds Maintenance and Village Maintenance Contract** – Expenditure reflects seasonal activity levels. Some services previously allocated to grounds maintenance have now been incorporated within the Village Maintenance Contract, which explains variations between the two headings.
- **Software licenses** – Overspend reflects the addition of a new user licence and the temporary continuation of Edge during the transition to the Rialtas accounting system.
- **Utilities and premises costs** – Costs relating to electricity, water and rates remain broadly in line with expected usage.
- **Grants and donations** – Several grants have been distributed to local organisations. £53,070 has been funded from the relevant earmarked reserves, meaning this does not place additional pressure on the general budget. Included in the grants is insurance for the BMX track which was not budgeted for in 2025/26.

- **Maintenance & Repairs unplanned.** Expenditure includes works to the Little Hands oil boiler and doors approx. 12k. These costs have been met from the appropriate earmarked reserves. An additional £5k relates to the Hub chairs which is taken from the maintenance grant retained for such expenditure.
- **Street Lighting** – Expenditure reflects issues encountered when transferring the street lighting account, resulting in higher than anticipated costs during the transition.
- **Van cost** – Repairs to the Council van have resulted in expenditure above the original budget.
- **Mayd** – Current expenditure exceeds the initial budget allocation; however, this has been funded from earmarked reserves, therefore the overspend does not impact the general fund.
- **Tree and Hedge Work planned** – Planned works remain underspent pending the outcome of the tree survey, while unplanned works are currently higher than budget.
- **PWLB Interest and Capital repayments** – Although this currently appears as an overspend, it is in fact due to these amounts now being recognised in the correct financial year to which they relate. The new finance system has improved the treatment of accruals and prepayments, which has impacted the reported spend in-year, but this should realign during the 2026/27 financial year.

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

4. Bank and Reserves Position

- **Bank Balance** (March 2026): The Council's total funds stood at £655,056. Of this, £44,600 is held in the current bank account for day-to-day operations, with the remaining balance held across a range of short-term deposits and investment accounts, including Unity Deposit, Nationwide, Public Sector Deposit Fund and other fixed-term savings accounts.
- **Investment Position:** A significant proportion of Council funds are held within investment and deposit accounts to maximise interest returns whilst maintaining appropriate liquidity for operational requirements.
- **Earmarked reserves:** Funds continue to be appropriately allocated across a number of earmarked reserves to support planned projects, future asset maintenance, community initiatives and other committed expenditure.
- **General Reserve** stands at £227,387, providing a healthy level of financial resilience and ensuring the Council is able to meet unexpected expenditure or financial pressures should they arise, this is in excess of the 6 months stated in the reserves policy.

5. Treasury and Investments

- The Council continues to actively manage its cash balances to maximise returns while maintaining appropriate liquidity and security. A significant proportion of funds are held in a range of short-term deposit and investment accounts, including the CCLA Public Sector Deposit Fund, Unity Trust Bank deposits and other fixed-term savings accounts.
- Additional funds have been allocated to the Public Sector Deposit Fund during the year, which has contributed to strong interest income performance, whilst still allowing access to funds when required for operational expenditure or projects.
- This diversified approach ensures that the Council's reserves continue to generate income while remaining readily available to support Council activities and commitments.

6. Summary and Recommendations

The Council's financial position as at March 2026 remains strong and stable.

Whilst reported expenditure currently appears slightly higher than the annual budget, this position is before movements to and from earmarked reserves are taken into account. When reserve funding is considered, the Council remains within its planned financial position.

Some variances are also explained by the timing of loan interest and capital repayments, which are not evenly apportioned throughout the year, together with accrual adjustments introduced following the implementation of the new financial management system. These accounting treatments ensure that costs are recognised in the correct financial period but can temporarily affect the comparison against the annual budget.

The Council continues to maintain healthy reserve levels, providing sufficient resources to meet planned commitments, manage unforeseen expenditure and support future projects and service delivery.

Overall, the Council remains in a strong financial position with adequate reserve, stable income and investment returns supporting the delivery of planned services and projects.

Income & Expenditure by Budget 31/03/2026

Month No: 12

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income						
1000 Interest Received	16,871	6,000	(10,871)			281.2%
1076 Precept	350,217	350,217	0			100.0%
1200 Allotment Rent received	3,285	3,154	(131)			104.2%
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%
1300 Burial Fees	5,970	2,000	(3,970)			298.5%
1305 Memorials Fees	2,362	525	(1,837)			449.8%
1310 Internment Fees	2,325	1,500	(825)			155.0%
1400 Match Fees	4,490	3,350	(1,140)			134.0%
1500 Hire of Recreation Grounds	765	840	75			91.1%
1550 Hire of Pavilion	30	100	70			30.0%
1600 Property Rental Income	27,000	27,000	0			100.0%
1610 Misc Income	63,260	0	(63,260)			0.0%
Total Income	480,513	398,536	(81,977)			120.6%
Overhead Expenditure						
4000 Salaries & Pensions	133,635	135,348	1,713		1,713	98.7%
4010 Other Staff Costs	0	600	600		600	0.0%
4055 Pension Scheme Costs	432	591	159		159	73.1%
4060 Staff & Councillor Expenses	167	0	(167)		(167)	0.0%
4065 Training	3,231	2,500	(731)		(731)	129.2%
4070 Timebank Expenses	1,887	587	(1,300)		(1,300)	321.5%
4100 Audit Fees	4,172	2,000	(2,172)		(2,172)	208.6%
4105 Legal & Professional Fees	1,000	0	(1,000)		(1,000)	0.0%
4110 Insurance	9,907	13,948	4,041		4,041	71.0%
4115 Memberships & Subscription	3,652	1,706	(1,946)		(1,946)	214.0%
4120 Parish Clock	261	447	186		186	58.4%
4125 Broadband & Telephone	188	177	(11)		(11)	106.1%
4130 Computer & IT	1,990	2,802	812		812	71.0%
4140 Software Licences	8,413	4,012	(4,401)		(4,401)	209.7%
4150 Printing Postage & Stationery	1,874	1,370	(504)		(504)	136.8%
4155 Office Costs	(959)	0	959		959	0.0%
4170 Office Rent	3,750	15,000	11,250		11,250	25.0%
4175 Subcontractors	6,174	9,846	3,672		3,672	62.7%
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%
4195 Sundry Expenses	1,619	758	(861)		(861)	213.6%
4200 Bank Charges	381	226	(155)		(155)	168.5%
4205 Grants	58,778	8,550	(50,228)		(50,228)	687.5%
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%
4207 Youth Expenditure (Mayd)	8,728	6,500	(2,228)		(2,228)	134.3%
4208 S106 Expenditure	8,555	0	(8,555)		(8,555)	0.0%

Income & Expenditure by Budget 31/03/2026

Month No: 12

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4225 Community Events	251	2,677	2,426		2,426	9.4%
4230 Van - Tax, MOT, Fuel, Repairs	1,601	647	(954)		(954)	247.5%
4235 Wardens Materials	645	0	(645)		(645)	0.0%
4240 Wardens Equipment	529	1,539	1,010		1,010	34.4%
4315 Maintenance & Reps - Planned	8,654	10,061	1,407		1,407	86.0%
4320 Maintenance & Reps- Unplanned	23,311	18,100	(5,211)		(5,211)	128.8%
4350 Christmas Tree/Plants	727	1,430	703		703	50.9%
4360 Tree & Hedge Work - Planned	3,437	6,618	3,181		3,181	51.9%
4365 Tree & Hedge Work - Unplanned	9,237	3,546	(5,691)		(5,691)	260.5%
4370 Project work	796	1,026	230		230	77.6%
4410 Nature Reserve management plan	561	513	(48)		(48)	109.4%
4420 Grounds Maintenance - Unplanned	3,437	3,058	(379)		(379)	112.4%
4430 Grounds Maintenance - Planned	860	8,091	7,231		7,231	10.6%
4500 Rates	16,787	17,616	829		829	95.3%
4505 Electricity	4,514	6,227	1,713		1,713	72.5%
4510 Water	2,443	1,145	(1,298)		(1,298)	213.4%
4605 Refuse & Dog Bin Collection	5,243	6,442	1,199		1,199	81.4%
4635 Village Maintenance Contract	33,600	34,177	577		577	98.3%
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	44,921	32,326	(12,595)		(12,595)	139.0%
4705 PWLB Capital	21,398	17,457	(3,941)		(3,941)	122.6%
4850 Parish Planning	0	1,000	1,000		1,000	0.0%
4920 Street Lighting	1,758	1,026	(732)		(732)	171.4%
Total Overhead	447,319	385,660	(61,659)	0	(61,659)	116.0%
Total Income	480,513	398,536	(81,977)			120.6%
Total Expenditure	447,319	385,660	(61,659)	0	(61,659)	116.0%
Net Income over Expenditure	33,194	12,876	(20,318)			
plus Transfer from EMR	89,657	0	(89,657)			
less Transfer to EMR	60,414	0	(60,414)			
Movement to/(from) Gen Reserve	62,438	12,876	(49,562)			

From: [REDACTED]@iccm-uk.com>
Sent: 10 April 2026 10:45
To: Abi Williams
Subject: ICCM Subscription 2026/27



Hello Abigail

2026/2027 ICCM Membership renewal

ICCM Invoice

Parish/Town Council Corporate Membership 2026/2027

VAT REG - 610 415 590

Registered office - ICCM National Office, City of London Cemetery, Aldersbrook Road,
E12 5DQ

Telephone - 07947 859 120

Payment - 30 days term

Invoice number **-4790/2026/27**

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Royston, Herts

SG8 6DZ

Invoice date - **1st April 2026**

Parish or Town Council charge for 2026/2027 **£110**

Item - Your ICCM Corporate - Parish or Town Council Membership renewal for 2026/27 is now due please for the period 1st April 2026 until 31st March 2027.

No VAT is payable on this bill

Please send your BACS remittance to -

ICCM

s/c - 60 09 09

a/c - 90 97 02 41

email for remittance - trevor.robson@iccm-uk.com

ICCM address

Finance Office,

1 Colbeck Avenue,

Swalwell,

Newcastle upon Tyne,

NE16 3EB

Your ICCM Membership allows you to receive

- E-newsletters and technical updates announcing any new developments or changes that will affect the industry as soon as they happen
- Discounts on all ICCM 1 day training courses
- Access to monthly webinars on Industry wide topics and participation in discussions
- Free access to best practice guidance and information on a range of subjects relating to bereavement services
- Free attendance at branch meetings, forums and webinars for learning and for discussing common problems

- Representation at Government level on policy decisions
- 4 issues of the ICCM's high quality publication - The Journal - per year, physically and/or electronically
- Free technical and legal advice via telephone or email from a team of fully qualified and experienced Officers
- Discounted rates for the Annual Learning Convention and Exhibition

Trevor Robson

ICCM F&ITM



Sent to: parishclerk@melbournpc.co.uk

[Unsubscribe](#)

Institute Cemetery and Crematorium Management, City of London Cemetery, Aldersbrook Road Manor Park, LONDON, E12 5DQ, United Kingdom



Rialtas Business Solutions Ltd
 Unit 5
 Uffcott Rural Enterprise Centre
 Uffcott
 Swindon
 Wiltshire
 SN4 9NB

Invoice To
 Melbourn PC
 30 High Street
 Melbourn
 SG8 6DZ

Expenditure Authorisation
 Date: 15/04/26
 Account code: 4140
 Budget code: 100
 PC 220426
 Signature: *[Handwritten Signature]*

VAT Reg Number 920 9508 27
 www.rialtas.co.uk

Invoice No SM33255
Invoice Date 01/04/2026
Customer A/c No6149
Ord No OM+SL+PL+POP+PBx5RC4

Description	Qty	Total	VAT	%
Omega Cashbook Annual Support and Maintenance Licence for 5 Users, commencing from the date of Invoice.	1.00	613.00	122.60	20%
Omega Sales Ledger Annual Support and Maintenance Licence for up to 5 users, commencing from the date of	1.00	245.00	49.00	20%
Omega Purchase Ledger Annual Support and Maintenance for up to 5 users, commencing from the date of Invoice.	1.00	245.00	49.00	20%
Omega Purchase Order Processing Annual Support and Maintenance for up to 5 users, commencing from the date of Invoice.	1.00	245.00	49.00	20%
Omega Phased Budget Annual Support and Maintenance Licence for 5 Users, commencing from the date of Invoice.	1.00	245.00	49.00	20%
Rialtas Cloud User Fee, your invoice indicates the number of Rialtas Cloud Users.	4.00	1,388.00	277.60	20%
Cemeteries Software Annual Support and Maintenance up to 5 users commencing from the date of Invoice.	1.00	460.00	92.00	20%
Memorial Module Annual Support and Maintenance 5 users commencing from the date of Invoice.	1.00	182.00	36.40	20%
Allotments Software Annual Support and Maintenance Licence for 5 Users, commencing from the date of Invoice.	1.00	275.00	55.00	20%
Asset Inventory Annual Support and Maintenance Licence for 5 Users, commencing from the date of Invoice.	1.00	275.00	55.00	20%
Software Support and Maintenance Agreement For your information, the terms of your Software Support and Maintenance Agreement can be found here: Rialtas_Software_Support_And_Maintenance_Agreement				
Support and Maintenance Invoices need to be paid. Failure to pay invoices in a timely fashion may result in support being withdrawn until any overdue payment has been made. If your invoice indicates Single User, but the software is now being used by multiple users/computers you need to inform us to ensure you are not in breach of your software license.				



Rialtas Business Solutions Ltd

Unit 5
Uffcott Rural Enterprise Centre
Uffcott
Swindon
Wiltshire
SN4 9NB

Invoice To

Melbourn PC
30 High Street
Melbourn
SG8 6DZ

VAT Reg Number 920 9508 27

www.rialtas.co.uk

Invoice No SM33255

Invoice Date 01/04/2026

Customer A/c No 6149

Ord No OM+SL+PL+POP+PBx5RC4

Payment DUE DATE: 01/05/2026

For Bacs and Electronic Payments -

HSBC

Sort Code: 40-38-04

Account No: 25252903

Cheques may be made payable: Rialtas Business Solutions Ltd

If cheques are rejected because a wrong payee name then a £10 admin fee will be charged.

PLEASE NOTE THAT WE MAY USE OUR SISTER COMPANY 'COMMERCE DECISIONS'
TO ASSIST US WITH CREDIT CONTROL

Net 4,173.00

VAT 834.60

Gross 5,007.60

Why renew?

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.

Your clerk (and the council) benefit if the clerk is a member of the SLCC. SLCC provide legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; as well as training and advice for councils and councillors. NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.

Proposal: Consider renewal of SLCC membership:

Abi Williams (Clerk) at a cost of	£379 (2025/26 £360)
Alex Coxall at a cost of	£200 (2025/26 £190)
<hr/>	
Totalling	£579

MA127 2526b) Parish Van Insurance

Parish van insurance is due for renewal on 22 April 2026.

Office investigated alternative providers unsuccessfully.

Alternative providers require a named driver – this puts said named driver at an insurance risk and derived little or no benefit.

Policy type	Insurer	Premium	Insurance premium tax	Admin fee	Total
2025 – 26 Non-Fleet Rated Commercial Motor	MS Amlin	£526.96	£63.24	£50.00	£640.20
2026 – 27 Non-Fleet Rated Commercial Motor	MS Amlin	£542.79	£65.13	£50.00	£657.92

It is proposed that we accept the quotation to renew with MS Amlin via Gallagher Insurance at a cost of **£657.92** – a modest increase on 2025-26 costs of £17.72.

Private & Confidential

Mrs Abigail Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ
United Kingdom

26th March 2026

Dear Abigail,

Insurance Policy: Non-Fleet Rated Commercial Motor
Client Name: Melbourn Parish Council
Client Reference Number: 3077160
Policy Number: AGRI/105790/2023
Effective Date: 23/04/2026

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
Non-Fleet Rated Commercial Motor	MS Amlin	£542.79	£65.13	£50.00	£657.92
Total		£542.79	£65.13	£50.00	£657.92

Non-Fleet Rated Commercial Motor

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

Our Recommendation(s)

We recommend that this policy is placed with MS Amlin based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Melbourn Parish Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

Please see the attached cover comparison which details a summary of the core covers automatically included with all Gallagher Insurance policies. In addition to these our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.

Market Selection

We have obtained terms from one insurer only.

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

Key changes to your policy from renewal

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

Next Steps

In order to renew the policy for Melbourn Parish Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Melbourn Parish Council
3. Confirm that the policy for Melbourn Parish Council should be renewed via communityrenewals@ajg.com or telephone us on 01483 462860 before 23rd April 2026
4. Pay for your policy by the renewal date 23rd April 2026

If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.

Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via community@ajg.com.

Yours sincerely,

The Community Team

Tel: 01483 462860

Email: community@ajg.com

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism

Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

Our Service & Remuneration

The table below indicates 'how we are paid for our services'. Further information is available in our Initial Disclosure Document that can be located further on in this letter.

Policy Cover	Broker Fee	Commission	Admin Fee
Non-Fleet Rated Commercial Motor	x	✓	✓
Cyber Package	x	✓	x
AJG Community Schemes	x	✓	x

Important Information

Please read this section carefully **as it contains important terms and may require you to take action.**

1. Sums Insured and Under-Insurance (Average)

Please ensure you are insured for the full value of risk in accordance with the policy terms and conditions. We strongly recommend that you obtain professional valuations for reinstatement purposes of buildings, machinery and plant at regular intervals. Sums insured and limits of indemnity should be kept under review throughout the period of insurance.

It is important that you are NOT under-insured. Make sure you have insured your buildings for the full rebuilding cost including allowances for architects costs and site clearance, and your contents for their full replacement value as new items.

You must notify us if the full replacement value of your contents or full rebuilding cost of your buildings exceeds the amount shown on your schedule.

The insurer will only be able to settle claims at the percentage you are actually insured for. For example, if the value of your contents shown on your schedule only represents 70% of the full replacement value then the insurer will not pay more than 70% of your claim.

2. Duty of Fair Presentation

When you answer questions or agree with assumptions during the quotation process, you must disclose material facts or circumstances about the risk(s) you want to insure. A material fact or circumstance is something that would influence the judgement of an insurer in deciding whether or not to insure the risk.

This is known as a 'duty of fair presentation' and includes disclosing the following:

- Information that you, your firm's senior management, or anyone responsible for arranging your insurance knows, or should know in relation to your business; and
- Information that would be revealed by a reasonable search of information available to you or by making enquiries, and could include information held within your business or by someone else (such as your insurance broker).
- Remember that if you fail to meet this duty, it could mean that the policy is void, or that the insurer is not liable to pay all or part of your claim(s).

The following examples provided are in addition to the main wording above and are to be used where appropriate:

Examples of material facts or circumstances include the following (please note these have been provided as examples only and the list is not exhaustive):

- Being declared bankrupt, participating in an Individual Voluntary Arrangement (IVA) or protected deed of trust in Scotland or making a compromise arrangement with creditors.
- Other policies in place covering the same risk.



- Previous claims or incidents which may have led to a claim but for which you did not actually submit a claim.
- Any caution, charge or conviction of a criminal offence for you or any director/business partner/trustee
- Any motoring convictions or disqualification by any director/business partner/trustee or any driver of a company vehicle in respect of a motor insurance application
- The organisation, directors, partners or trustees having been prosecuted or received a prohibition or improvement notice for failure to comply with any Health and Safety, Welfare or Environmental Protection legislation
- Being declined cover by other insurers or having special terms imposed
- Changes to your business activities
- Changes to the Police response to alarm signals.

Please remember that if any of your details, material facts or circumstances change during the policy period, you must always notify us immediately.

3. Policy Terms, Conditions and Exclusions

Insurers may impose warranties and/or restrictive endorsements and where any of your policies are subject to a warranty, compliance is an absolute requirement at all times.

In addition to warranties (or in some instances, in place of) policies may contain "conditions precedent to liability". Failure to comply with a condition precedent may mean that the insurer will not be liable for any loss.

Please pay particular attention to any warranties and/or restrictive endorsements as failure to fully comply with any warranty/endorsement terms could suspend or invalidate the policy cover.

Similarly, policies also contain general conditions that apply to all policyholders; for example, 'Notification of Claims' and alteration in risk. You should familiarise yourself and comply with all conditions.

Full details of any warranties, terms, conditions and exclusions are contained within your policy wording and schedule. **For your protection, it is essential that you read your policies carefully to ensure you are familiar with all of the terms, warranties, conditions and exclusions.**

If at any time you are unable to comply with a warranty, condition precedent to liability, or any other policy terms, conditions, exclusions or insurers' requirements, please let us know immediately as the requirements imposed will continue to apply until insurers have accepted that you are compliant with policy terms and confirmed cover.

If you have any queries or questions regarding the policy term, conditions or exclusions please contact us immediately.

4. Administration Fees

Where we charge an administration fee in respect of the operational cost of setting up, administering or cancelling your policy, e.g. postage, stationery and licensing fees. The administration fee is not subject to Insurance Premium Tax and is separate to any other broker fee charged and/or commission earned for our services.

Activity	Annual premium under £4,500	Annual premium over £4,500	Annual premium over £20,000
New Business and Renewal administration fee	£50	£75	£0

5. Basis of our services

The services we provide are outlined in our **Terms of Business Agreement (TOBA)**. The detail of which is provided in Appendix 1 of this report. **Please read this carefully as we will provide our services in line with this.**

We act on an 'advised' basis which means that we will be making a personal recommendation of a specific insurance policy(ies) based on information you have given us around your particular requirements and circumstances. When acting on an 'advised' basis, we act as Agent of the Customer (that is to say, we represent the customer) in order to select appropriate cover(s) from different insurance markets.

6. Short Form Privacy Notice

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/global-privacy-notice/>

From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.



If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

7. Fraud Awareness

To help prevent fraud - before requesting your bank details to provide you with a refund by phone, we will always validate with you information that we hold on file; information that only you would know. This information could include your address or specific policy details. Any refund we provide will only be for one of three reasons:

- 1) overpaid funds
- 2) a reduction in your cover
- 3) cancellation

Arthur J. Gallagher Insurance Brokers Limited will never request sensitive information, such as, passwords, usernames or a mother's maiden name.

If you receive a phone call and are unsure it is from us, you can always call us to verify we are who we say we are. Please call your usual contact, or call us on the telephone number shown within this document.

8. Employers Liability Insurance – What you need to know

Employers' Liability Insurance

Since 1st October 2008 Employers are allowed to display their employers' liability certificate in an electronic format, so long as it remains accessible by all employees.

Although the law no longer requires you to retain certificates, we strongly recommend that you continue to do so. We believe that it is in your own interest to retain copies. Where no records can be found, you will be responsible for payment of any claim, particularly in relation to so-called 'long-tail' industrial diseases such as deafness and asbestosis.

If your policy includes cover for Employers Liability, this is designed to cover the costs of compensation, and legal fees should a member of staff fall ill or be injured due to an employers' negligence. If you are instead looking for financial cover should you, or an employee, be injured in an accident at work, then you may benefit from a Personal Accident policy. Please contact us to discuss what is included within a Personal Accident policy and to obtain a quote for this cover.

9. Making a Claim



Step 1 Reporting a claim

- You will need to notify us as soon as possible after an incident, either by telephone on 02382 547123 or by email to communityclaims@ajg.com.
- Alternatively out of hours in an emergency, you may also contact your insurer direct. You will find your insurer's claims line number within your policy document, as well as highlighted within your renewal pack.
- Delay in notifying your insurer of an incident or a claim can potentially prejudice your/your insurer's position and can cause difficulty with acceptance of your claim, either in part or in full.
- In the event of injury and/or damage to another party or their property, it is important that no admission of liability is made, as this may also prejudice your/your insurer's position. Any third party claim or correspondence should be immediately passed to your insurers, unanswered.
- Appropriate steps should be taken to minimise any further loss or damage, where possible. Please ensure to retain itemised invoices for any emergency works completed and take photos of the damage where possible.
- When notifying a claim, it is important that you have the following key information available, which will help identify you and assist with data protection protocols, thereby reducing any potential delays in providing you with initial advice:
 - Policyholder's name
 - Policyholder's address and postcode
 - Policy number
- In order for us to give you the most accurate advice and guidance on the notification call, there are some key pieces of information that we will need to know:
 - What happened? When? Where?
 - What is the extent of the loss, damage, injury? Consider physical and financial/trading impacts.
 - What is the impact to you as the policyholder?
 - What is being done to help prevent further loss, damage or injury?
 - Who is the best person for insurers to liaise with, what is their relationship with the policyholder and what are their contact details?

It's understood that some of the information may only be indicative at the outset, but the more accurate the information provided, the more likely the advice given will meet your needs and also assist with the progress of your claim.

- Your insurer will advise of next steps, allocate a claims reference number and also provide detail as to who will be your contact throughout the claim.
- Where the services of other parties may be required, insurers will provide details as to who this will be and the services that they will provide.
- Examples include – loss adjuster on large or complex claims, Solicitors/Investigators on Liability issues or claims, Engineers/Approved Repairers on Motor claims insurers should also discuss and agree with you the best method and frequency of updates/next contact.

Step 2 Claims Handling & Investigation

- In order to evaluate and progress any claim, insurers more often than not will require additional supporting documentation from you.
- Insurers should clearly articulate what they require from you and the reasons why. Typically this will be estimates or invoices and anything that may help them evaluate your claim against the policy coverage that you have in place.
- Delays and/or omissions can in some circumstances lead to issues with acceptance of a claim in part or in full. It is therefore important that you reply to any requests and supply the information required at your earliest opportunity, in order to assist with progressing



your claim.

- Should you not understand or wish to query any request from your insurer or their agent, it is recommended that you call them at the earliest opportunity to discuss and seek clarity from them.
- Insurers will look to agree with you what the next steps may be relating to any repair, replacement, defence, or interim actions required.
- Interim payments can sometimes be agreed, particularly on large claims or where the claim creates cash-flow issues. Where appropriate you should ask insurers whether this is a possibility.

Step 3 Conclusion/Resolution of Claim

- Once insurers have received sufficient supporting documentation and assessed them against the policy coverage in place, we will advise you regarding what a resolution of your claim may look like.
- Payments to be made (in part or in full) should be clearly explained by insurers, including their calculation.
- If for any reason the claim will not be met (in part or in full), insurers should clearly explain the reason why and provide evidence, where appropriate.
- Excess – Any settlement agreed will be subject to the deduction of the applicable policy excess. This can be verified by referring to your policy documents.
- VAT – If the policyholder is VAT registered or able to recover VAT for the costs claimed under their insurance policy, in the majority of situations the policyholder will be responsible for the VAT element of any invoice relating to the claim. This can include the VAT element of suppliers appointed by the insurer, such as solicitors costs.

Exceptions - Assistance and Complaints

- Escalations and complaints regarding services provided by the insurer should, in the first instance, be directed to the appropriate insurers as soon as the issue arises or is identified.
- Each insurer will have a formal escalation and complaint protocol in place, the details of which will be contained within your policy wording, which should give you suitable guidance.
- If however you encounter any difficulties identifying the appropriate process and/or insurer contact details, you can contact our Claims Team on 02382 547123 or email communityclaims@ajg.com, to assist you with ensuring that your issue or complaint reaches the appropriate insurer contact.

Examples of where we may be able to assist include:

- If you are having difficulty making contact with your insurer.
- Your insurers are unable to trace your policy.
- You require additional clarification regarding the claims process.
- Your insurers are failing to provide you with the appropriate level of service.



Insurance | Risk Management | Consulting

In line with our standard internal review processes, we have made some changes to our Terms of Business Agreement (TOBA), the document which governs the supply of our services to you, as a direct customer of one of the Gallagher entities.

Please find attached the updated version (the “New TOBA”) which replaces the previous TOBA.

Generally, the material changes we make to our TOBA, can apply for any of the following reasons:

- to meet changing regulatory and / or legal requirements;
- providing more clarity around the basis of our relationship with you;
- add to the information about our organisation that we provide to you; or
- improve how we conduct business.

The more important changes are highlighted as follows:

- The sections entitled “How Do We Maintain Your Privacy” and “Confidential Information” have been merged into one section now entitled “Confidentiality and Data Protection” in order to clarify the use and disclosure of Confidential Information and Personal Data that you provide us in connection with the TOBA and the scope of business covered by it as well as addressing cross border transfers of such data.
 - Under the ‘Data Protection’ sub-section, we have expanded the circumstances where Personal Data may be processed, to align with our Privacy Notice.
 - The sub-section entitled ‘Confidentiality’ now includes a clearer definition of Confidential Information.
- For some clients there is a change to the “Limitation of Liability” provision that limits the liability that Gallagher would incur in the event of an error or omission on our part that leads to a client loss. This is now limited to £10m as standard in TOBAs issued to our client population. This is in line with our insurance industry peers and other similar professional services sectors, who employ such provisions to ensure prudent risk management and actively manage enterprise risk.

Please notify your usual Gallagher contact as soon as possible if you have any queries about the changes contained within the New TOBA or if there is anything in it that you do not understand or accept, as otherwise, we shall proceed on the basis that we have your deemed consent to the terms of the New TOBA.

Please retain this document and your New TOBA which supersedes any other TOBA we have sent to you in the past.

Terms of Business Agreement

Arthur J. Gallagher Insurance Brokers Limited

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Insurance | Risk Management | Consulting

Scope and application

This agreement, together with any separate written agreement between you and Arthur J. Gallagher Insurance Brokers Limited ('AJGIBL'), sets out the terms on which we agree to act for you when we are instructed to provide services by you.

In this agreement 'we', 'us' and 'our' means AJGIBL. References to 'insurers' include insurers, underwriters, managing agents or, where applicable, reinsurers with whom we place business. As appropriate, references to 'insurance' or 'insured' include reinsurance and reinsured respectively. Additionally, any reference to 'policy' shall mean an insurance or reinsurance policy, as appropriate.

It is important that you read this agreement carefully as it contains details of our statutory and regulatory responsibilities and your contractual obligations, on which we intend to rely. If there is anything you do not understand in this agreement you should inform us otherwise we will assume you are providing your informed consent to this agreement.

We specifically draw your attention to the following sections:

- a) What do we do?
- b) How are we paid for our services?
- c) How do we handle your money?
- d) Your obligations
- e) Conflicts of interest
- f) Complaints
- g) Limitation of Liability

Where your business is operated through an incorporated company, trust, limited liability partnership or partnership, we are entitled to assume that the recipient of this agreement has obtained authorisation or is entitled to consent to these terms on your behalf. If you are a company or other body corporate, unless otherwise expressly stated in any separate written agreement between you and AJGIBL, you agree to and accept the terms of this agreement on your own behalf and on behalf of each of your group companies (where those group companies are receiving the benefit of our services). You will ensure that each of your group companies will act on the basis that it is a party to and bound by the agreement. All references in this agreement to 'you' and 'your' mean you and each of your group companies.

If you have instructed another insurance broker to deal with us on your behalf, we will assume unless told otherwise that the broker has full authority to agree the terms of this agreement with us and to deal with us on your behalf as your agent in relation to all matters covered by this agreement.

This agreement replaces any terms of business agreement that we may have previously agreed with you. If you have a separate service level agreement in place with us then the terms of that agreement must be read together with this agreement. In the event of a conflict, the terms of your service level agreement will take precedence over this agreement.

We may change the terms of this agreement from time to time. This may be:

- a) to reflect changes in our services or in market practice
- b) to reflect legal or regulatory developments, or
- c) to improve the clarity of this agreement.

We will tell you if we have materially changed these terms for any of these reasons and, in any event we will inform you of such changes before your policy is due to renew.

This agreement replaces any terms of business agreement that we may have previously agreed with you. If you have a separate service level agreement in place with us then the terms of that agreement must be read together with this agreement. In the event of a conflict, the terms of your service level agreement will take precedence over this agreement.

We may change the terms of this agreement from time to time. This may be:

- d) to reflect changes in our services or in market practice
- e) to reflect legal or regulatory developments, or
- f) to improve the clarity of this agreement.

We will tell you if we have materially changed these terms for any of these reasons and, in any event we will inform you of such changes before your policy is due to renew.

We may also change the terms of this agreement for other reasons, but if we do, we will notify you in advance and you will have the right to terminate this agreement within 30 days of such notification.

Who are we?

AJGIBL is a company incorporated and registered in Scotland with company number SC108909 whose registered office is at Spectrum Building, 55 Blythswood Street, Glasgow, G2 7AT. You can find out more about us at www.ajg.com/uk/.

We are an insurance intermediary, risk management and consulting firm authorised and regulated by the Financial Conduct Authority ('FCA'). Our FCA firm reference number is 311786. We are permitted by the FCA to act as a general insurance intermediary, to arrange credit and collect payments. You can check these details by visiting the FCA's website (www.fca.org.uk/register) or by contacting the FCA on 0800 111 6768 (+44 20 7066 1000 from overseas).

What do we do?

As an insurance intermediary, we usually act for you. We offer access to general insurance products and services provided by a wide range of UK and international insurers, including Lloyd's.

Our services include advising you on your insurance needs, arranging insurance policies with insurers in order to meet those needs, provide associated risk management services and any other insurance related services. We will also help you to make changes to your insurance policy if required and will remind you when your policy is due for renewal as appropriate. Unless your policy states otherwise, or we agree, we will provide you with assistance in submitting a claim and with obtaining reimbursement from insurers.

In certain circumstances, we may act for your insurer, for example, where we have delegated underwriting authority and/or claims settlement authority, or where we have entered into a managing general agency agreement with one or more insurers. In cases where we are acting on behalf of the insurer, we will be acting as their agent. Please see the section headed Conflicts of interest for more information about how we manage these arrangements.

We cannot arrange insurance for you until we have received complete instructions from you. Your insurance cover is not in place until we have confirmed it to you in writing or we have issued evidence of cover. Where we receive your instruction or a firm order after normal office hours, placement of your insurance will be subject to further confirmation by us as soon as reasonably possible the following business day.

We do not offer advice in relation to tax, accounting, regulatory or legal matters (including sanctions) and you should take separate advice as you consider necessary regarding such matters.

Additionally, when we are appointed to service insurance policies other than at their inception or renewal and which were originally arranged via another party, we shall not be liable during the current insurance period for any loss arising from any errors or omissions or gaps in your insurance cover or advice not supplied by us. Should you have any concerns in respect of a policy, which has been transferred to us, or if you require an immediate review of your insurance arrangements, you must notify us immediately. Otherwise we shall review your insurance arrangements and advise accordingly as each policy falls due for renewal.

Which insurers do we use?

In finding an insurance solution that meets your demands and needs, we may either conduct a market analysis of potential insurers, or we may only consider a specific product from a single insurer, or products from a panel of insurers. In certain circumstances we may act for the insurers, or use services of other of our group companies - please see the "Conflicts of Interest" section.

We use publicly available information, including information produced by credit rating agencies, to identify insurers with whom we will consider placing your business. We do not guarantee the financial status of any insurer. You may require us to use an insurer that we would not ordinarily recommend due to their credit rating. In the event of an insurer experiencing financial difficulties, you may still have a liability to pay any outstanding premium and we are not responsible for any shortfall in amounts due to you in respect of any claims.

We are available to discuss with you any concerns you have with the insurer you have chosen for your insurance policy(ies).

How are we paid for our services?

Payment in respect a service that we provide to you in respect of any single contract of insurance may be made up of one or more of the following:

a fee paid by you; details of this, or the basis of calculation, will be declared to you in advance of this being incurred; brokerage/commission, which is a percentage of the total annual insurance premium paid by you and given to us by the insurers with whom we place your business; and administration charges, in addition to any insurance premiums, for administration of your policy, including amending and cancelling any policy: these apply on most placements (even where a) and / or b) apply), and details of these charges, will be provided to you in advance of them being incurred.

Please note that where we have not agreed a fee (a) payable by you in respect of any contract of insurance, our remuneration will be by way of commission (b). There may be instances where we have agreed a fee (a) with you, and for subsequent, additional policies, we also earn a commission.

If we charge you a fee (a) in relation to any contract of insurance, and either also receive commission payments in respect of that contract of insurance, or will do so in relation to any subsequent contracts, then we will inform you of that fact prior to the fee being incurred.

Please note that for commission (b), we do not intend to earn commission from the taxation element of any insurance premium tax.

We may receive additional payments such as a profit share or profit commission from insurers, for instance, from insurers payable under a delegated underwriting authority or other facility or individual contract in recognition of overall profitability.

We may also earn income from insurers or other sources in other ways. For example, we may receive income from insurers for ancillary services provided solely on their behalf.

Upon request, we will be pleased to provide details of any income we are due or have received as a result of placing your business. Unless we specifically agree otherwise, brokerage/commission and fees are earned when we arrange an insurance policy for you, or in the case of any other service when we commence providing that service to you.

However in respect of any payment made to us this will only be recognised as payment for the service when we have reconciled your payment. We will be entitled to retain all fees and brokerage in respect of the full period of contract(s) of insurance arranged by us including in circumstances where your policy has been terminated and your insurers have returned pro-rated net premium. Consistent with long established market practice, we will deduct our brokerage and other commissions from the premium once received.

If you decide to terminate our appointment in relation to policies we have placed on your behalf and where, (i) the policy or policies have not expired, and (ii) premium is due on the policy or those policies, we are entitled to any brokerage/commission originally due on the policy or policies and you will ensure the broker subsequently appointed to administrate the policy or policies agrees and accepts to collect the brokerage/commission and remit to us in good time.

Confidentiality and Data Protection

Confidentiality

During the course of this agreement or during discussions between the parties regarding potential services under this agreement (such as a request for proposal), each party may be provided with or given access to Confidential Information from or on behalf of the other party and each party agrees to treat such information as confidential and will not disclose it to any third party, except as stated in this agreement.

Confidential Information means all data received from or on behalf of the other party that is non-public, confidential or proprietary in nature, including, without limitation, non-personal, commercial data. Confidential Information does not include (i) Personal Data (as defined below); or (ii) information that (a) was previously known to a party without an obligation not to disclose such information, (b) was independently developed by or for the party, (c) was acquired from a third party without an obligation not to disclose such information, or (d) is or becomes publicly available through no breach of this agreement.

Data Protection

Each party agrees to comply with its respective obligations under applicable data protection laws with respect to Personal Data processed under this agreement. Personal Data means any information relating to an identified or identifiable natural person and for the avoidance of doubt does not include aggregate and anonymous data. Each party shall implement appropriate measures to maintain the availability, integrity, confidentiality and security of Personal Data processed under this agreement to protect it from unauthorized or illegal access, destruction, use, modification or disclosure.

We are the data controller of any Personal Data you provide to us or that we receive in connection with this agreement. Please review our Privacy Notice for details on how we collect, use, share, secure and retain data, and the rights an individual has in relation to Personal Data. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/>. From time to time we will update our Privacy Notice, which may impact the ways in which we handle data. Please review our Privacy Notice periodically to ensure you are aware of any changes.

If you will be providing us with Personal Data of other individuals in connection with this agreement (such as your employees), you shall ensure that those individuals have received appropriate data privacy notices and that you have obtained all required consents to enable you to process and transfer the Personal Data as described in this agreement. You will only share Personal Data with us that is necessary for us to provide the services, reliable for its intended use, and accurate, complete and current. You agree to notify us if you become aware that the information is inaccurate, incomplete or out-of-date. You will also provide us with reasonable assistance, upon request, in dealing with any requests, inquiries or complaints that we receive from individuals and/or local data protection regulators in relation to any Personal Data processed under this agreement.

Use and Disclosure of Confidential Information and Personal Data

You agree and acknowledge, respectively, that we may use Confidential Information and Personal Data provided to us:

- (i) to provide the services and fulfil our obligations under the agreement in accordance with applicable laws, regulations and our Privacy Notice;
- (ii) to share such information with (re)insurers, other brokers, surveyors, loss adjusters, loss assessors, third party claims administrators, service providers, premium finance providers and other similar third parties either to the extent necessary to provide our services to you or in accordance with normal (re)insurance broking practices;
- (iii) to conduct data analytics, surveys, benchmarking and risk modelling to understand risk exposures and experience, for purposes of creating industry or sector-wide reports to share with our group companies and third parties provided reports shared with third parties will only be on an aggregate, anonymised or de-identified basis, unless we have obtained your consent;
- (iv) to improve and develop systems and algorithms for purposes of delivering services to you and other clients, conducting data analytics, developing sales and marketing strategies and otherwise improving our services and products; and
- (v) to collect and use your risk, loss, reserve and claims data in the creation, marketing and commercial use of loss databases, analytical or statistical reports, models and tools, (re)insurance and capital markets products, any of which may be used in the services provided to you or third parties, except any services provided to third parties would only include aggregate, anonymised or de-identified data.

Without limitation to any other provisions contained herein, either party may disclose Confidential Information and Personal Data that it has received from the other or been given access to under this agreement:

- (i) to its group companies, professional advisors, actuaries, auditors, insurers, sub-contractors, (sub) processors and other similar third parties to the extent necessary to perform a party's rights or obligations under this agreement or to ensure the effective management, administration, and operation of its businesses, provided such persons are under a duty of confidentiality;
- (ii) to the extent required by law or regulations, where requested or required to do so by a court of competent jurisdiction, tribunal, arbitration body, law enforcement, administrative agency or regulator, or to exercise or defend its rights in a legal dispute related to this agreement; and
- (iii) for fraud detection and financial management and prevention (including but not limited to disclosure to credit reference agencies or fraud prevention agencies).

In order for us to operate as a global business and provide the services described above, we may transfer Confidential Information and Personal Data as contemplated herein across borders.

Any such transfers will comply with applicable law and be subject to suitable safeguards to ensure an adequate level of protection, including, where required, the use of standard contractual clauses approved by the local data protection regulator, that require each party to ensure that the Personal Data receives an adequate and consistent level of protection.

How do we handle your money?

In our role as an intermediary between you and your insurers we may hold money:

- paid by you to be passed on to insurers
- paid to us by your insurers, to be passed on to you
- paid by you to us for our services, but which we have not yet reconciled.

For your protection, the way that we handle your money is designed to protect your interests in the event of our financial failure.

We may take payment from you when your policy next renews using payment card information you have shared with us and which we will retain. If we intend to do this, we will confirm this to you in your renewal invitation prior to your next policy renewal. You may opt-out of automatic renewal at any time by contacting us.

Insurer Money (money we hold as agent of an insurer):

Where we have an agreement with your insurer to hold money as their agent, any premiums you pay to us are treated as having been received by the insurer as soon as they are received by us. Claims payments and/or premium refunds are treated as received by you when they are actually paid to you.

Where we receive monies as agent of your insurer, we can only deal with that money in accordance with the instructions of the insurer. This means that, for example, if you want us to return such monies to you, we can only do so with the agreement of the insurer.

Client Money (money we hold as your agent):

Where we do not have an agreement with your insurer to hold money as their agent, we will hold premiums you pay to us as your agent. Money we receive from your insurer which is payable to you will be your property whilst we hold it.

We may also hold money as your agent where you have paid this to us in respect of our fee for a service, until such time as we have reconciled the payment against the relevant service. Money we hold as your agent is referred to as 'Client Money'.

FCA rules require us to keep Client Money separate from our own money. We hold Client Money with an approved bank, segregated in a client account subject to a Non-Statutory Trust ('NST'). The aim of the NST is to protect you in the event of our financial failure. If such an account is held outside the United Kingdom, it may be subject to different laws and regulations, which may mean that the Client Money held in that account is not protected to the same extent as it would be if it were held in the United Kingdom, or at all. Please tell us if you do not wish us to hold any money for you in a particular jurisdiction.

We may use Client Money held in the NST on behalf of one client ('Client A') to pay another client's premium ('Client B') before we receive such premium from Client B. We may also make claims payments/ premium refunds to other clients before monies are received from the insurer.

Although there may be occasions when we do this, it is not our policy to routinely cross-fund in this way. For the avoidance of doubt, we may not use Client Money to pay ourselves commissions before we receive the relevant premium from you.

We may invest Client Money held in the NST in accordance with FCA rules relating to Client Money. If we do invest money in this way, we will be responsible for meeting any shortfall in the value of the investments at the time of their realisation. Any interest or profits earned on Client Money held by us will be retained by us for our own use, rather than paid to you.

Holding both insurer and Client Money

We may hold both insurer and Client Money together in the NST. When this happens, your interests as our client will continue to be protected.

Payment to third parties:

We may transfer Client Money to another person, such as another broker or settlement agent, for the purpose of carrying out a transaction on your behalf through that person. This may include brokers and settlement agents outside the UK. The legal and regulatory regime applying to a broker or settlement agent outside the UK may be different from that of the UK. This means that, in the event of a failure of the broker or settlement agent, this money may be treated in a different manner from that which would apply if the money were held by a broker or settlement agent in the UK. You may notify us if you do not wish us to pass your money to a person in a particular jurisdiction.

We may also transfer Client Money to a professional services firm such as a loss adjuster, surveyor or valuer unless you instruct us otherwise.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme ('FSCS'). You may be entitled to compensation from the FSCS if we cannot meet our financial obligations to you. This depends on the type of insurance contract that we have arranged for you, certain eligibility criteria and the circumstances of the claim.

Further details regarding the FSCS are available online at www.fscs.org.uk or by calling 0800 678 1100 (+44 20 7741 4100 from overseas).

Separately, your insurer and/or you may be covered by a different compensation scheme.

Your obligations

You will not instruct us to provide services which would cause us, nor use our services in any way, to violate applicable laws including without limitation bribery, anti-corruption, money laundering sanctions, or data protection laws.

You are required to make a fair presentation of the risk to an insurer which discloses every material circumstance which you know or ought to know relating to the risk to be insured. This includes information known by your senior management and those responsible for arranging your insurance as well as information which would reasonably have been revealed by a reasonable search of information available to you.

A circumstance is material if it would influence the judgment of a prudent insurer in determining whether to provide insurance for the risk and, if so, on what terms. Disclosure must be reasonably clear and accessible to a prudent insurer. Material representations of fact must be substantially correct and material representations of expectation/belief must be made in good faith. Failure to comply

questionnaire that covers the particular point. If you are in any doubt as to whether information is material, you should disclose it.

Anti-bribery, corruption and financial crime

You agree that you will ensure that at all times you comply with all laws, statutes and regulations that apply to you relating to anti-bribery and corruption, including the UK Bribery Act 2010 and (if it applies to you or any of your group companies) the US Foreign and Corrupt Practices Act 1977. Accordingly, if you accept gifts or hospitality offered to you by us or any of our group of companies, we will deem the acceptance to be in accordance with any gifts & hospitality policy/ies you may have.

Please be aware that we are required to obtain adequate 'Know Your Client' information about you. In order to prevent bribery, corruption, fraud or other financial crime, we may take further steps, including notification to the relevant authorities, carrying out status and credit checks using credit reference agencies, and other screening background checking as appropriate.

Policies may include clauses on financial and trade sanctions, anti-money laundering and export controls, ('Sanctions'). How you comply with Sanctions is specific to your business: you should take legal advice where necessary and pay special attention to relevant policy clauses.

To comply with financial crime or Sanctions requirements, we may be prohibited from providing broking or risk consulting services, including placement and claims handling services; may be required to take actions such as freezing the funds in which parties subject to Sanctions have an interest; or may make regulatory notifications or licence applications as required or appropriate in accordance with Sanctions. Your insurers and other third parties we deal with, such as financial institutions, may also apply their own policies or restrictions.

You acknowledge and agree that we reserve the right to take steps to comply with financial crime or Sanctions (and we will not be liable to you for this or for similar steps taken by third parties).

You should advise us of all of the countries connected to the (re)insurance you require. We reserve the right not to perform obligations under this agreement to the extent that this would be contrary to our commercial risk appetite or where performance would be impracticable including because of bank policies restricting the processing of premiums, claims funds or fees related to such countries or related parties.

Please be aware that we are generally restricted from providing broking, claims handling or other services that relate to Cuba and Iran- including because of significant difficulties in processing payments and other commercial and reputational considerations.

Your premium payment obligations

Insurers require you to pay premium at or before the start date of each policy, or as otherwise specified under the policy terms. You must pay all monies due in cleared funds in accordance with the amounts and on or before the dates specified in our invoice(s). If you do not make payment within that period, insurers may cancel your policy and may also require that you pay a premium in relation to the time that you have been on risk. It is therefore very important that you meet all payment dates.

Where you have instructed us to obtain insurance on your behalf, to the extent that we are required to meet your premium payment obligations, we reserve the right to recover those monies from you.

Use of Premium Finance Companies:

You may be able to pay premium payments by instalments through a credit scheme operated by a third party premium finance company

with the duty of fair presentation could mean that your policy of insurance is void or that insurers are not liable to pay all or part of your claim(s).

The above duty of disclosure is the applicable duty under the laws of England, Wales, Scotland and Northern Ireland. You may have different obligations if your policy of insurance is subject to a different law. As a minimum, we expect you to disclose your information in accordance with the duty set out above.

For certain types of insurance covers you may be required to complete and sign a proposal form or questionnaire. Take care to ensure that the information you provide is complete and accurate. Note that if you are aware of anything that you feel may be material to the proposed policy of insurance you should disclose it, even if there does not appear to be a question on the proposal form or

Please note that we do not recommend any particular credit provider. If you wish to pay premium by instalments, we are able to introduce you to credit providers (which may include a third party premium finance company or an insurer). There may be other credit providers (including insurers) able to offer better credit terms than those that made available to you by a party we have introduced you to.

Where you decide to enter into a credit scheme for the payment of premium, you will receive separate terms and conditions from the relevant premium finance company or insurer which will govern that arrangement. You agree that, in accordance with the terms of any such credit scheme or otherwise, we may instruct your insurer to cancel your policy if you are in default under the credit scheme and that any return premium or other payment due from the insurer may be applied to discharge your liability or liability we have assumed on your behalf under the credit scheme without further reference to you.

Your policy documents

You will receive written terms and conditions of any insurance policy we arrange for you. Please check these documents and advise us as soon as reasonably practicable if the terms of the cover arranged are not in accordance with your requirements. Please pay special attention to the claims notification provisions and to any warranties and conditions (including as to the payment of premium) as any failure to comply with these terms may invalidate your cover.

The documents relating to your insurance will confirm the basis of the cover from the relevant insurer(s) and provide their details and if applicable, the insurer's agent. It is therefore important that you keep all of your policy documents in a safe place. It is our current practice to retain client information for at least six years or such other period required under relevant law or regulations.

Making a claim

Your insurance policy will usually require you to notify all claims and/or circumstances that may give rise to a claim as soon as possible. If you are unsure whether a matter needs to be notified please contact us and we will endeavor to assist you.

Where we have agreed to handle claims on your behalf, we will do so fairly and promptly. If we receive claims payments for you, we will remit them to you as soon as reasonably practicable after receipt.

As part of paying your claim, your insurer may require us to deduct the value of sums due (such as premiums or instalments under a credit scheme) before sending the balance of any claims payment to you.

We reserve the right to charge an additional or separate fee

or insurer. Please note that we can only pay premium to insurers on your behalf once we have cleared funds from you or the premium finance company.

We may act as agent of an insurer under a delegated underwriting authority and/or delegated claims settlement authority. In these instances, where we act as your agent for your insurance needs we will always act in your best interests when arranging your policy.

As part of paying your claim, your insurer may require us to deduct the value of sums due (such as premiums or instalments under a credit scheme) before sending the balance of any claims payment to you.

We follow our own conflict management policies and procedures (for example, using information barriers). These are designed to prevent any conflicts of interest adversely affecting or compromising your interests. However, in some cases, where we cannot be reasonably confident that we can prevent the risk of damage to your interests, we will discuss this with you. If you have any concerns in relation to conflicts of interests, please contact us.

Complaints

We value our relationship with you and we welcome feedback on the service you receive from us. Please tell us if you are dissatisfied with part of our service so that we can improve our products or services. Our aim is that you should benefit from a high quality service using our experience and breadth of insurance broking expertise. We always try to provide a high standard of service but if you ever have cause to complain, please do so by contacting your usual AJG representative by whatever means is convenient to you.

If you wish to deal with someone wholly independent of the branch or division that has been servicing your business, please contact:

Address: Complaints Management Team
Spectrum Building 55 Blythswood Street Glasgow
G2 7AT
Email: commercialcomplaintsuk@ajg.com

We will acknowledge written complaints promptly. Our complaints procedure is available on request.

If you feel that we have not been able to resolve the matter to your satisfaction, after this process you may have the right (subject to eligibility) to refer your complaint to the Financial Ombudsman Service; this address is:

The Financial Ombudsman Service Exchange Tower
London E14 9SR

Telephone: 0800 0234 567 (from landline)
Telephone: 0300 123 9 123 (from mobile)

Email: complaint.info@financial-ombudsman.org.uk

Website: <http://www.financial-ombudsman.org.uk>

Whether or not you make a complaint to us and/or refer your complaint to the Financial Ombudsman Service, your right to take legal action will not be affected.

Other territories

Other territories may also offer complaints and dispute resolution arrangements that we are required to follow where we are held to be doing business there.

Right of set-off

(based on the nature of the work and duration and agreed with you in advance) to negotiate a large or complex claim on your behalf.

Conflicts of interest

Circumstances may arise where we have a conflict of interest between us (including our managers, employees or agents) or another of our group companies and you, or between you and another of our clients. We always aim to treat you fairly and avoid conflicts of interest. We never deliberately put ourselves in a position where our interests, or our duty to another party, prevent us from discharging our duty to you.

We may arrange insurance for you through another company in the Arthur J. Gallagher group which acts on behalf of one or more insurers. An example may include a placement with a separate underwriting team within Arthur J. Gallagher Insurance Brokers Limited, Pen Underwriting Limited or Arthur J. Gallagher UK Limited.

In arranging an insurance solution that meets your demands and needs, we will ensure that our duty to you does not conflict with the duties that an Arthur J. Gallagher group company owes to the insurers that it represents.

Intellectual property rights

We (or our licensors) will retain all ownership, title, copyright and other intellectual property rights in all materials developed, designed or created by us before or during the provision of services to you including systems, methodologies, software, know-how and working papers. We will also retain all ownership, title, copyright and other intellectual property rights in all reports, written advice or other materials provided by us to you. We grant you a royalty - free licence to use those materials, but only for the purposes for which they were created under this agreement and only for as long as this agreement remains in force.

Termination

Without prejudice to any rights that have accrued under this agreement or any other rights or remedies, either party may terminate the services contemplated under this agreement by giving not less than 30 days' notice in writing to the other.

If our appointment as your broker is terminated or not renewed, we reserve the right to charge an additional or separate fee, agreed with you in advance, for any ongoing services performed from the date on which our appointment terminates. The terms of this agreement will continue to apply in relation to those ongoing services.

Notwithstanding anything else contained in this agreement, we are not required to act for you, or to continue to act for you, if we reasonably consider that to do so would put us in breach of, or would expose us or our affiliates to fines, penalties or sanctions under, any laws, regulations or professional rules. In such circumstances, we will be entitled to terminate our existing relationship with you with immediate effect and will not be responsible or liable to you for any direct or indirect loss which you or any other party may suffer as a result.

Cancellation of your policy

Your insurance contract may include a cancellation clause. For more details, please refer to your insurer's policy documents. If you wish to cancel a policy please let us know. If your policy is cancelled, the insurer will determine any return premium in relation to policies placed by us.

Please see the section above 'How are we paid for our services?' in relation to our rights to payment of brokerage/commission and

If you are a business, we may at any time, without notice to you, set off any liability of yours to us against any liability of us to you, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under this agreement.

If the liabilities to be set off are expressed in different currencies, we may convert either liability at a market rate of exchange for the purpose of set-off. Any exercise by us of our rights under this clause will not limit or affect any other rights or remedies available to us under this agreement or otherwise..

Third party rights

A person who is not party to this agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or to enjoy the benefit of any term contained in this agreement.

Circumstances outside of the parties' control

Neither party will be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In that event, the affected party will notify the other as soon as reasonably practicable

Unexpected acts or events

Neither party will be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In that event, the affected party will notify the other as soon as reasonably practicable.

Transfer of this agreement

Neither party can transfer their rights nor obligations under this agreement in whole or in part to anyone else, except that:

- a) we may transfer all or some of our rights and/or obligations to one or more other members of the Arthur J Gallagher group of companies; and

either party may transfer all or some of our rights and/or obligations to someone else with the prior written consent of the other party, such consent not to be unreasonably withheld or delayed.

Governing law and jurisdiction

The law of England and Wales will apply to this agreement

The parties irrevocably agree that the courts of England and Wales will have the necessary jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter.

fees in the event of policy termination.

Currency conversion

We may have to convert funds to another currency in order to settle amounts due to insurers. If a repayment of funds is due to you or is requested by you after the currency is converted, then any such payment will be made in the currency to which the funds have been converted. Any shortfall arising from exchange differences remains your liability. If you pay a premium in a different currency or to a bank account in a different currency from that requested, we may, at our discretion, either return the funds to you or convert the money to the required currency. In the latter case, the converted funds will be applied against the amount due with any shortfall arising from exchange differences remaining your liability.

Severability

The invalidity, illegality or unenforceability of any of the provisions of this agreement will not affect the validity, legality or enforceability of the remaining provisions in this agreement.

Notices

If notice is given to us under or in connection with this agreement, except as expressly provided in this agreement, it must be in writing and sent to our registered address. We are entitled to give you a notice under or in connection with this agreement at your registered address (if a company or limited liability partnership) or at your last known address (in any other case).

Countrywise Insurance Quote Schedule



Policy number AGRI/105790/2025 **Broker** Arthur J. Gallagher (Guildford)
Date of issue 23 Mar 2026 **Current policy expiry** 22 Apr 2026
Broker Name Arthur J. Gallagher (Guildford)
Broker Contact 01483 462884

Proposer

Name of Company	MELBOURN PARISH COUNCIL
Trading Name	
Address	30 High Street Melbourn Royston Hertfordshire SG8 6DZ

Thank you for insuring with MSIG Europe.

Your current motor policy is due to expire at the above date and we are pleased to offer you an invitation to renew your policy.

The following pages contain a statement of the facts we hold about your insurance requirements, which you should read carefully, together with our renewal quotation.

It is important for you to be aware that there are no days of grace allowed under your existing policy and you will need to provide your broker with your confirmation should you wish to take up this offer to renew, prior to the expiry of your current MSIG Europe policy. Failure to instruct renewal prior to the expiry date will cause your cover to stop.

Important: Cover will not begin until MSIG Europe confirms acceptance, which shall include a confirmation schedule and the issue of your new certificate(s) of insurance

Your right to seek alternative insurance

You have been with us a number of years. You may be able to get the insurance cover you want at a better price if you shop around.

We strive to provide the right insurance cover based on your needs, whilst offering a high level of service to our Policyholders. It is important to remember that insurance products vary in terms and cover limits and this is something that you should consider when comparing prices.

Your current and renewal premium shown below is based on the annualised premium, which may have increased or reduced depending upon a number of factors, such as any change in Insurance premium Tax (IPT) imposed by the Government and any changes you may have made to your policy during the previous period of insurance, for example: a change of address, a change of drivers, a change of vehicles, all of which could affect your premium.

Whether or not you chose to shop around, please do check your policy documents to ensure that your insurance cover still meets your needs. If you have any questions or concerns, please contact your broker.

Countrywise Insurance Quote Schedule



Premium			
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	Premium (excluding Insurance Premium Tax)	Insurance Premium Tax	Total including Insurance Premium Tax
Expiring premium	£ 526.96	£ 63.24	£ 590.20
Renewal (premium required)	£ 542.79	£ 65.13	£ 607.92

Countrywise Insurance Quote Schedule



Quotation number RQ-SRQHO **Broker** Arthur J. Gallagher (Guildford)
Date of issue 23 Mar 2026 Quotation is valid for 45 days
Broker Name Arthur J. Gallagher (Guildford)
Broker Contact 01483 462884

Proposer (who will be stated as the "Policyholder" if you proceed with this quotation)

Name of Company	MELBOURN PARISH COUNCIL
Trading Name	
Company Registration Number	
Address	30 High Street Melbourn Royston Hertfordshire SG8 6DZ
Agricultural Occupation	Parish Council
Other Occupation(s)	None

Premium

Premium (excluding Insurance Premium Tax)	£ 542.79
Insurance Premium Tax	£ 65.13
Total Premium including Insurance premium Tax	£ 607.92

Countrywise Insurance Quote Schedule



Important Information

This **schedule** forms part of the **policy**.

You must make a fair presentation of the risk to **us** when **you** take out, renew or vary **your policy**. This means that **you** must tell **us** about all facts and circumstances which may be material to the risks covered by **your policy** and **you** must do so in a clear and accessible manner. Material facts are those which are likely to influence **us** in the acceptance or assessment of the terms or pricing of **your policy**. If **you** are in any doubt as to whether a fact is material, **you** should tell **us** about it.

If **you** fail to make a fair presentation of the risk, where that failure is deliberate or reckless, or where **we** would not have issued, renewed or varied **your policy** had **you** told **us** about a material fact or circumstance, **we** may treat **your policy** as if it had not existed and refuse to pay any claims and require you to repay any claims that we have already paid under the Policy. In other cases, **we** may only pay part of the value of **your** claim or impose additional terms.

For these reasons, it is important that **you** check all of the facts, statements and information set out in this document and any other information provided are complete and accurate, and that **you** have answered any questions completely and accurately. If there is more than one person involved in **your** business or employed by **you**, **you** should check with them where appropriate that the facts and statements that **you** make are complete and accurate.

If any of the facts, statements or information about **you** or **your** business are incomplete or inaccurate, **you** or **your** agent must contact **us** immediately. Failure to do so may mean that **your** claim will not be paid, or that we will impose different terms on **our policy**, or charge **you** a higher premium or, in the worst case, invalidate **your policy** and require **you** to repay any claims that have already been paid under the **policy**.

Data Protection Notification

Controller: MSIG Europe SE (hereafter "MSIG") acts as the controller for the processing of personal data for the purposes described below.

Purposes: Personal data is processed for the management and performance of the pending or actual contract for insurance services including the management of the relationship with the prospect or customer, managing claims and compliance with administrative, regulatory and legal provisions applicable to us.

Sharing with third parties: MSIG may share personal data, if necessary for the aforementioned purposes, and in accordance with applicable privacy laws, with other entities that are part of the MSIG group as well as third parties when necessary for the execution of this pending or actual contract (e.g., experts, insurance intermediaries, claims TPA), legally required (e.g., governments or judicial authorities) or if there is a legitimate interest.

Privacy rights, questions and complaints: If requested, to the extent legally permissible, data subjects have the right to:

- access his/her data, to have it rectified, if appropriate;
- object the processing of his/her data, the right to have the processing of his/her data restricted, as well as the right to have his/her data erased. In such cases, MSIG may not be able to continue the contractual relationship.

To this end, the data subject may address a request to the Data Protection Officer (hereinafter, "**DPO**") at the following email address: privacy@msig-europe.com or by post to: MSIG Europe SE, attn. the DPO, Koning Albert-II laan 37, 1030 Brussels, Belgium.

Complaints may be submitted to the relevant data protection supervisory authority.

Further information: More information on how MSIG protects personal data of data subjects and how data subjects can exercise their rights can be found in MSIG Europe SE [Data Privacy Notice](#).

Insured Vehicles

Commercial Vehicles

Registration	Make / Model	GVW (tons)	Year	Value	Cover	NCD
BD67NPG	Citroen BERLINGO 625 EN-PRISE BLUEHDI	0T - 3.50T	2017	£ 7,500	Comprehensive	Fleet

Trailers / Implements

MSIG Europe SE will provide cover for the below Trailers and /or Implements that are attached to a vehicle insured by the MSIG Europe SE policy and will continue to do so once detached until such time that the Trailer / Implement is attached to another vehicle. Furthermore the cover that applies to the Trailer / Implement will be the same as the insured vehicle to which the Trailer/Implement is (or was last) attached to.

a. Unspecified Trailers and Implements having a value not exceeding £100,000

MSIG Europe SE agrees to insure any Trailer or Implement, excluding Catering Trailers, Mobile Homes, Caravans any all types of accommodation Trailer having a value not exceeding £100,000, and

b. The following Specified Trailer/s

Permitted Drivers

The MSIG Europe SE policy requires all drivers to hold a valid driving licence relevant to the vehicle being driven and to be driving in accordance with the terms and limitation of the licence issued to them, except where a driver who meets the limitations of any relevant health and safety legislation, including age, fitness and training uses an agricultural or special type vehicle in a place where no licence is required by law.

Important: Please refer to the below endorsements for details of additional restrictions that apply to all or some of your vehicles.

Registration / Identification	Permitted Drivers (subject to holding correct licence type)
BD67NPG	Any driver aged over 25

Policy Excess

The following shows the amount of excess payable by the proposer in the event of a claim for loss of or damage to the insured vehicle. **Unless stated below, where more than 1 excess applies these should be added together .**

Description of Excess	Excess amount
Standard Policy Excess (including voluntary) All vehicle Types	£ 100
Additional Young & inexperienced driver excess (does not apply to Agricultural/ Special type vehicles)	
Where driver is aged 21 years or below	£ 250
Where driver is aged 22-24 years	£ 200
Where a driver aged 25 years or more has not held their full relevant UK/EU driving license at least 12 months	£ 200
Claim made under Windscreen and Window Glass Section (in total)	
Repair of Windscreen & Window Glass - all Vehicle Types	£ 0
Replacement of Windscreen & Window Glass - Agricultural / Special Type Vehicle	£ 100
Replacement of Windscreen & Window Glass by our Approved repairer - Other Vehicle Types	£ 100
Replacement of Windscreen & Window Glass by a Non-Approved repairer - Other Vehicle Types	£ 150

Use of Insured Vehicles

Permitted Use

The MSIG Europe SE policy provides cover for the insured vehicle/s being used for any of the following:

- Social, Domestic and Pleasure and in the ordinary course of the business of the Proposer
- Travel to and/or from the Proposer's place of work and/or study
- Agricultural / Special type vehicles whilst hired or loaned to a Public Authority for the purpose of driving stone crushing plant or for snow clearance
- Agricultural and/or Forestry contracting where the amount of income that is derived from this use is no more than 10%

Excluded Use (unless included as an Additional use extension below)

The MSIG Europe SE policy will not cover any vehicle that is used for the following:

- Use in connection with any other business
- Use by any other person to travel to and/or from their place of work and/or study and for any associated business use
- Transportation of passengers, goods, livestock and/or towing of a vehicle / trailer for hire or reward
- Racing, pace-setting, speed trials, motor rallies, competitions or trials
- Self drive hire
- Use in connection with the motor trade

Additional Use Extension

The MSIG Europe SE policy includes the following extension of use:

- a. Where a driver and vehicle are both named – the extension will apply to that driver and vehicle combination only
- b. Where only a driver is named – the extension will apply to all vehicles
- c. Where only a vehicle is named – the extension will apply to all drivers

Driver Name

Vehicles

Use in the ordinary course of their occupation/trade

Carriage of any horse, animal and/or other living creature for hire and/or reward

Endorsements (that amend your policy)

The standard insurance cover provided by this policy is extended or restricted by means of the following endorsements.

P06 - Fleet Rated

Section 5 - No Claim Discount is deleted from **your policy**.

How to make a complaint

Our aim is to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly.

At all times **we** are committed to providing **you** with the highest standard of service.

If **you** have any questions or concerns about **your policy** or the handling of a claim **you** should, in the first instance, contact **us** or **your** broker where applicable. In the event that **you** remain dissatisfied and wish to make a complaint, **you** can do so at any time. Making a complaint does not affect any of **your** legal rights. **Our** contact details are:

**Post: Complaints, MSIG Europe SE, The Leadenhall Building,
122 Leadenhall Street, London EC3V 4AG.**

Telephone: +44 (0) 20 7746 1300 Fax: +44 (0) 20 7746 1001

Email: complaints.uk@msig-europe.com

Website: msig-europe.co.uk

If **you** remain dissatisfied after **we** have considered **your** complaint, or if **you** have not received a written final response within eight weeks from the date of **your** complaint, **you** may be entitled to refer **your** complaint to the Financial Ombudsman Service who will independently consider **your** complaint free of charge. Their contact details are:

Post: The Financial Ombudsman Service, Exchange Tower, London E14 9SR

Telephone: Tel: 0800 023 4567 (calls to this number are free from 'fixed lines' in the UK) 0300 123 9123 (calls to this number cost the same as 01 and 02 numbers on mobile phone tariffs in the UK) Tel (Outside UK): +44 (0) 20 7964 0500

Fax: +44 (0)20 7964 1001

Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

Please note:

You must refer **your** complaint to the Financial Ombudsman Service within six months of **our** final response. The Financial Ombudsman Service will consider a complaint from private individuals or from a small to medium enterprise (SME) which has an annual turnover of less than £6.5 million (or its equivalent in any other currency) and;

- i. Employs fewer than 50 persons; or
- ii. Has a balance sheet total of less than £5 million (or its equivalent in any other currency)

The existence of this Complaints Procedure does not affect any right of legal action **you** may have against MSIG Europe SE.

Making a Claim

It is important that **you** notify **us** of any incident (irrespective of who may be to blame), that may lead to a claim, at **your** earliest opportunity.

When **you** need to report an incident which may give rise to a claim, please provide us with the following;

- **your policy** number, **your** name and **your** driver's name;
- **your** vehicle make, model and registration details;
- date, time and place where the incident occurred;
- the nature of the incident and the damage to the vehicles;
- name and address of the other driver, their insurance company, **policy** number and vehicle registration number;
- note the number of passengers in the third party's vehicle;
- take photos, if safe to do so, of the accident scene and the other driver's damage;
- police incident reference if applicable;
- details of any witnesses including passengers in **your** vehicle; and
- a copy of the tachograph record and CCTV footage if available.

There are various conditions that apply in the event of a claim - for full details please refer to General Conditions 0 Claim Conditions on page 36.

Financial Services Compensation Scheme

MSIG Europe SE is covered by the Financial Services Compensation Scheme. **You** may be entitled to compensation from the Scheme if MSIG Europe SE is unable to meet its obligations to **you** under this **policy**. If **you** were entitled to compensation from the Scheme, the level and extent of the compensation would depend on the nature of this **policy**. Further information about the Scheme is available from the Financial Services Compensation Scheme (10th Floor, Beaufort House, 15 St. Bolttoph Street, London EC3A 7QU) and on their website www.fscs.org.uk.

Law and Jurisdiction

In the absence of any agreement to the contrary, the laws of England and Wales will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of England unless, at the commencement of the **period of insurance**, you are either:

- a. a resident of; or
- b. a business with its registered office or principal place of business situated in;

Scotland, Northern Ireland, the Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country, crown protectorate or dependency will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of that country, crown protectorate or dependency.

Fraud Prevention and Detection

If false or inaccurate information is provided and fraud identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. **We** and other organisations may also access and use this information to prevent fraud and money laundering, for example when:

- a. checking details on applications for credit and credit related or other facilities;
- b. managing credit and credit related accounts or facilities;
- c. recovering debt;
- d. checking details on proposals and claims for all types of insurance; and
- e. checking details of job applicants and **employees**.

Sanctions

Notwithstanding any other terms under this Agreement, no insurance cover shall apply under this contract and **we** shall not be deemed to provide any cover, benefit or service to **you** or shall be liable to pay any sum in respect of any claim or to assist under this contract to the extent that the provision of such benefit, the settlement of any such claim or the provision of assistance or service would expose **us** to any sanction, prohibition or restriction under United Nations resolutions or trade or economic sanctions under the laws or regulations of the United Kingdom, the European Union or any other applicable national law.

Countrywise Insurance Quote Schedule



Motor Insurance Database

Information relating to **your** insurance **policy** will be added to the Motor Insurance Database (MID) managed by the Motor Insurers' Bureau (MIB). MID and the data stored on it may be used by certain statutory or authorised bodies including the police, the DVLA, the DVLNI, the Insurance Fraud Bureau and other bodies permitted by law for purposes not limited to but including:

- a. electronic licensing
- b. continuous insurance enforcement
- c. identifying the insurer of a vehicle
- d. law enforcement (prevention, detection, apprehension and or prosecution of offenders)
- e. the provision of government services or other services aimed at reducing the level and incidence of uninsured driving.

Persons (including their appointed representatives) pursuing a claim in respect of a road traffic accident (including citizens of other countries) may also obtain relevant information which is held on the MID. It is vital that the MID holds correct registration numbers for **your** vehicles.

If incorrect details for any of **your** vehicles are shown on the MID **you** are at risk of having the relevant vehicle seized by the police. **You** can check that correct registration number details for **your** vehicles are shown on the MID at www.askmid.com



HART'S BOOKS

Hart's Books

26 King Street, Saffron Walden, CB10 1ES

enquiries@hartsbooks.co.uk

tel: 01799 524552

13th April 2026

Melbourn Parish Council

30 High St, Melbourn, Royston SG8 6DZ

INVOICE: MPC130426HB

Emma by Jane Austen x1 @ £18.99

Wuthering Heights by Emily Bronte x1 @ £18.99

Mansfield Park by Jane Austen x1 @ £18.99

Sense & Sensibility by Jane Austen x1 @ £18.99

Northanger Abbey by Jane Austen x1 @ £18.99

Pride & Prejudice by Jane Austen x1 @ £18.99

Jane Eyre by Charlotte Bronte x1 @ £18.99

Persuasion by Jane Austen x1 @ £18.99

Godmersham Park by Gill Hornby x1 @ £9.99

Death Comes to Pemberley by P.D. James x1 @ £9.99

The Perils of Lady Catherine de Burgh by Claudia Gray x1 @ £14.99

Longbourn by Jo Baker x1 @ £10.99

Pride and Premeditation by Tirzah Price x1 @ £8.99

Sense and Second Degree Murder by Tirzah Price x1 @ £8.99

The Murder of Mr Wickham by Claudia Gray x1 @ £13.99

The Late Mrs Willoughby by Claudia Gray x1 @ £13.99

Manslaughter Park by Tirzah Price x1 @ £8.99

Total: 252.83

20% discount: £50.56

Total to pay: £202.27

Account name: Travel Buff LTD T/A Daunt Books

Bank: Natwest

Account Number: 26078937

Sort code: 50-30-25

Invoice



The Connections Bus Project (Charity No. 1168343)

To
Melbourn Parish Council

Invoice Date: 31/03/2026
Invoice Number: 250098
DUE DATE: 28/04/2026

Additional information

Settlement due in 28 days

Description	Qty	Unit Price	Total
4 Melbourn youth bus sessions Feb-Mar 2026	4	348.00	£1392.00
1 Detached youth work session Feb-Mar 2026	1	200.00	£200.00
Total due			£1592.00

Registered Address

PO Box 344, Histon, Cambridge, CB24 9WZ

Contact Information

Alan Webb
Phone: 07887 947 748
Email: admin@connectionsbusproject.org.uk

Payment Details

Account Name The Connections Bus Project
Sort - Code 08-92-99
Account No. 67311538

April 2026 Approvals

Invoice Date	Invoice No	A/C code	A/C Name	Net Value	VAT	Invoice Total	
22/03/2026	2026016813355	ADO01	Adobe Systems Incorporated- software	16.64	3.33	19.97	Lloyds
				16.64	3.33	19.97	Lloyds
05/04/2026	14440143	BRI001	British Gas-Workshop	300.73	60.15	360.88	DD
15/04/2026	17261170001	BRI001	British Gas- Pavilion	-383.93	-19.19	-403.12	DD Credit
15/04/2026	14552722	BRI001	British Gas- Pavilion	1,711.02	342.20	2,053.22	DD
				1,627.82	383.16	2,010.98	DD
27/03/2026	6014	CAP001	CAPALC- AGAR course	35.00	-	35.00	
				35.00	-	35.00	
30/03/2026	10326	DAV001	David William Pettifer- Litterpicker	85.47	-	85.47	
				85.47	-	85.47	
13/04/2026	021450898585 LL	EBAY	Ebay- Equipment for pest control	85.45	-	85.45	Lloyds
				85.45	-	85.45	Lloyds
02/04/2026	SI4309	HAC007	Herts and Cambs- grass cut cem&rec	1,050.00	210.00	1,260.00	
10/04/2026	SI4317	HAC007	Herts and Cambs- vertidrain	1,220.00	244.00	1,464.00	
				2,270.00	454.00	2,724.00	
01/04/2026	4790202627	ICC001	ICCM- membership	110.00	-	110.00	
				110.00	-	110.00	
25/03/2026	477	JTL009	Jason Trueman- Pavilion clean	140.00	-	140.00	
				140.00	-	140.00	
01/04/2026	39857	LUC001	Lucid Systems Ltd-IT	160.50	32.10	192.60	
				160.50	32.10	192.60	
13/04/2026	10426	MAT001	Matt De Oliveira- moor car park gate	140.00	-	140.00	
				140.00	-	140.00	
30/03/2026	10326	MCH004	Melbourn Community Hub- Good Energy	180.70	-	180.70	
				180.70	-	180.70	
08/04/2026	0010426 LL	MEL001	Melbourn Garage-fuel for tools, wardens	10.00	-	10.00	Lloyds
				10.00	-	10.00	Lloyds
07/04/2026	4629LL	MEL003	Melbourn Stores-stamps	13.20	-	13.20	Lloyds
				13.20	-	13.20	Lloyds
31/03/2026	704LL	MER01	Merlin Mica-Wardens equipment	14.99	3.00	17.99	Lloyds
				14.99	3.00	17.99	Lloyds
06/04/2026	326	MWY011	Mark Wyer-litterpicker	146.52	-	146.52	
				146.52	-	146.52	
23/03/2026	3184382	NOR001	Norbury's Building Supplies- Wardens	8.30	1.66	9.96	Lloyds
01/04/2026	3184947	NOR001	Norbury's Building Supplies- Wardens	65.98	13.19	79.17	
				74.28	14.85	89.13	
01/04/2026	IN5026	RCD001	Royston & District Community Transport	5,000.00	-	5,000.00	
				5,000.00	-	5,000.00	
31/03/2026	33551	RIA001	Rialtas- Fixed asset upload	330.00	66.00	396.00	
01/04/2026	SM33255	RIA001	Rialtas- annual fee	4,173.00	834.60	5,007.60	
				4,503.00	900.60	5,403.60	
19/03/2026	1003565832	RIA001	Sage Global Services Ltd- software	17.00	3.40	20.40	Lloyds
				17.00	3.40	20.40	Lloyds
31/03/2026	158655	SIL001	Silverton builders merchants- Bark	83.33	16.67	100.00	
				83.33	16.67	100.00	
10/03/2026	3668858000	SOU001	South Cambs District Council-Orch Rd rates	358.02	-	358.02	DD
01/04/2026	80100517	SOU001	South Cambs District Council-moor rates	497.12	-	497.12	DD
				855.14	-	855.14	
25/03/2026	20426	STE002	Stephanie Trayhurn Expenses-mileage	7.02	-	7.02	
25/03/2026	2608	MCH004	Melbourn Community Hub-Timebanking expenses	47.50	-	47.50	
10/04/2026	30426	MCH004	Melbourn Community Hub-Timebanking expenses	3.35	-	3.35	
14/04/2026	210943	MCH004	Melbourn Community Hub-Timebanking expenses	3.92	0.78	4.70	
20/04/2026	211482	MCH004	Melbourn Community Hub-Timebanking expenses	2.79	0.56	3.35	
				64.58	1.34	65.92	
31/03/2026	250098	TCB005	The Connections Bus Project- Youth	1,592.00	-	1,592.00	
				1,592.00	-	1,592.00	
18/03/2026	985894629055	THR001	Three Business Services- wifi and time bank	24.17	4.83	29.00	DD
				24.17	4.83	29.00	DD

07/04/2026	YDU362563625	TOO001	toolstation- Wardens materials	<u>43.81</u>	<u>8.78</u>	<u>52.59</u>	Lloyds
				43.81	8.78	52.59	Lloyds
20/04/2026	613096	URB001	Urban Plastics- Wardens materials	<u>4.70</u>	<u>0.94</u>	<u>5.64</u>	Lloyds
				4.70	0.94	5.64	Lloyds
			Confidential items	<u>11,639.51</u>	<u>-</u>	<u>11,639.51</u>	
				<u>28,937.81</u>	<u>1,827.00</u>	<u>30,764.81</u>	

**Invoice Address**

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

Branch Address

Brackley Service Branch
4 Boundary Road
Buckingham Road Industrial Estate
Brackley
Northamptonshire
NN13 7ES
Tel: 01280 704600
V.A.T No: 236 7783 28

Site Address

Centre Manager
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

Invoice Details

Invoice Date:	01-Apr-26
Due Date:	01-May-26
Invoice No:	1085883066
Contract Number:	6578841
Customer No:	ME2048

Platform - Stairiser SX

In line with your contract terms and conditions our prices were reviewed on 1 January for 2026 and the increase is 3.50%

Thank you for being a valued customer. This invoice is for your Standard contract covering the period of 01-04-2026 to 31-03-2027.

Sub Total:	£268.43
VAT (20% VAT):	£53.69
Total:	£322.12
<hr/>	
Received:	£0.00
Outstanding:	£322.12

E & O E

Registered Office: Watt Close, East Portway, Andover, Hampshire SP10 3SD, England Reg No 1189799 (England) Unique Taxpayer's Reference 4098002550

Remittance Advice:

To be sent with cheque to the address below

Credit Control Department
Stannah Lift Services Limited
Watt Close
East Portway
Andover
Hampshire
SP10 3SD

Invoice Date:	01-Apr-26
Invoice No:	1085883066
Customer No:	ME2048
Amount Due:	£322.12
Service Branch:	Brackley Service Branch



Stannah

You can pay your invoice in the following ways:

Debit and Credit Card

Visit the Stannah secure payment portal at <https://stannahpayments.keyivr.co.uk/>

Or call our secure automated payment line on 03300 082 116

Accepted Cards: Visa, MasterCard, Maestro, Solo, Electron.

Bank Transfer

Quoting your customer number as the 'reference' using the following Stannah bank account details:

Lloyds Bank, City Office, PO Box 72, Gillingham, ME8 0LS

Account Number: 16715668

Sort Code: 30-80-12

BIC/SWIFT: LOYDGB21F09

IBAN No: GB34LOYD30801216715668

You can e-mail your remittance advice to remittance@stannah.co.uk

Cheque

All cheques and postal orders should be made payable to "Stannah" and posted along with the tear off remittance advice to the address below:

Stannah Lift Services Ltd
Credit Control Department
Watt Close
East Portway
Andover
Hampshire
SP10 3SD

Notice of Uncontested Election

Election of Parish Councillors for Melbourn

As the Returning Officer at the above election, I hereby report that the persons whose names appear below were duly elected Parish Councillors for Melbourn without a contest.

Name of Candidate	Home Address	Description (if any)
ALEXANDER Gloria Amelia Rosaria	(address in South Cambridgeshire)	
BARNES Bec	18 New Road, Melbourn, Royston, SG8 6BX	Independent
CAMPBELL Audrey Jane Macleay	(address in South Cambridgeshire)	
CLARK Graham Steven	(address in South Cambridgeshire)	
COULMAN Jason Roy	(address in South Cambridgeshire)	Independent
COWLEY Ian Richard	37 Orchard Road, Melbourn, SG8 6HH	
DAVEY Tina	(address in South Cambridgeshire)	
HART Sally Ann	62 High Street, Melbourn, Royston, Herts, SG8 6AJ	
KANAGARATHNAM Muhilan	56 The Moor, Melbourn, SG8 6ED	
KILMURRAY Steve	Bramley Lodge, Back Lane, Melbourn, Cambs., SG8 6DD	
KYPRIANOU Andrew	7 North Hall Cottages, Heydon, Nr Royston, Herts, SG8 7PZ	
LAIGHT Paul Derrick	7 Bramley Avenue, Melbourn, Royston, Herts, SG8 6HG	
WILSON Richard Ashley Clive	8 Palmers Way, Melbourn, Royston, SG8 6JF	

Liz Watts
Returning Officer

9 April 2026

Printed and published by the Returning Officer, South Cambridgeshire District Council,
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

PC215 2526b) Cllr Training Proposal

Providing structured training for councillors represents good practice and offers significant benefits to the Council, its members, and the community it serves.

Parish councillors are responsible for making decisions on public funds, governance, employment matters, planning responses, and community leadership. These responsibilities sit within an increasingly complex legal and regulatory framework, including local government law, finance regulations, equalities duties, data protection, safeguarding, and standards of conduct. Training helps ensure councillors understand these responsibilities and discharge them lawfully, confidently, and consistently.

Training supports the principles set out in the Council's Code of Conduct, particularly the obligations to act lawfully, exercise reasonable care and diligence, and uphold public confidence.

From a governance perspective, training helps to:

- Improve the quality and consistency of council decisions
- Reduce the risk of procedural errors and reputational damage
- Support effective, respectful debate and decision-making
- Demonstrate accountability and professionalism to residents

Importantly, offering training is not about questioning the commitment or capability of councillors. Rather, it recognises that parish governance is a specialised role and that supporting councillors with appropriate learning is a positive investment in the Council's effectiveness.

Such an approach aligns with recognised good practice in local government, strengthens governance arrangements, and reinforces public confidence in the work of Melbourn Parish Council.

For these reasons, this proposal recommends that the Council formally supports councillor training through:

Option 1: CAPALC – full-day training

The council are to provide the venue and any refreshments at their expense. We would also request that there is access to a projector, tables and chairs are out, and that someone is available to meet the trainers when they arrive.

Cost **£700**

Option 2: CAPALC – full-day training, St Ives 6th June (or other suitable date) at a cost of £75 each. [Councillor Training | CAPALC](#)

Total cost **£975**

Option 3: CAPALC – combination – if it is impossible to get everyone together at the same time we could run an in-house session for those that can attend and offer other dates, in St Ives, to others.

Total cost **£700 + £75 per other session**

▲ Remember... ▲

The Employment Rights Act 1996 – Section 50 (Time off for public duties) is a statutory right that applies to parish councillors.

Section 50 of the Employment Rights Act 1996 requires employers to allow employees a reasonable amount of time off work to perform certain public duties.

SUMMARY OF ASSETS BY GROUP NAME

<u>Group</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Accessibility and Medical	15,580.00	15,580.00	15,580.00
Dog Foul Bins	495.02	495.02	495.02
Fencing	18,937.50	18,937.50	18,937.50
Fixtures and Fittings	70,924.20	70,924.20	70,924.20
Furniture	34,514.22	34,514.22	34,514.22
Gates	37,409.00	37,409.00	37,409.00
Grit Bin	243.00	243.00	243.00
Groundworks	75,278.88	75,278.88	75,278.88
Heating & Cooling	22,240.00	22,240.00	22,240.00
Highways	4,206.17	4,206.17	0.00
Information Technology	56,058.48	62,071.90	57,022.48
Installation & Art	39,160.74	39,160.74	153,158.74
Land	40.00	40.00	2.00
Large Appliances	34,030.25	34,030.25	36,302.25
Lighting	36,855.61	36,855.61	36,414.61
Litter Bins	1,746.37	1,746.37	1,582.37
Mix Music	6,014.32	6,014.32	6,014.32
Play Equipment	229,603.81	229,603.81	229,603.81
Property	1,593,989.36	1,754,122.97	7,117,800.00
Seating	24,619.06	24,619.06	24,621.06
Shelter	26,574.66	26,574.66	34,073.66
Signage	12,930.00	12,930.00	12,930.00
Small Appliances	9,919.72	9,919.72	9,353.89
Sports and Games	4,999.00	4,999.00	4,999.00
Storage	3,969.71	3,969.71	3,969.71
Tools	6,783.16	6,783.16	6,783.16
Under £200	16,563.82	16,563.82	0.00
Vehicles	10,110.00	10,110.00	10,110.00
TOTAL	2,393,796.06	2,559,943.09	8,020,362.88

ASSETS ACQUIRED BETWEEN 01/04/2025 AND 21/04/2026

<u>Acq. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
08/07/2025	LA31	Rosemary Place	1.00	1.00	1.00
19/01/2026	TOO16	Hawsmoor 18V Cordless mini pruning chainsaw 1x4.0Ah	122.98	122.98	122.98
02/02/2026	TOO17	18 V 4Ah combi drill	109.99	109.99	109.99
17/02/2026	FU013	Polypropylene Chairs x 70	4,056.50	4,056.50	4,056.50
17/02/2026	FU014	Tub Chair - faux leather x 6	1,020.00	1,020.00	1,020.00
03/03/2026	TOO18	Einhell FIXETTO 18/50 N Professional 18V Second Fix Brad Straight Nail Gun, 4.0Ah Battery & Charger	159.98	159.98	159.98
		TOTAL	<u>5,470.45</u>	<u>5,470.45</u>	<u>5,470.45</u>

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
Accessibility and Medical				
AM001	Outdoor polycarbonate defib cabinet	495.00	495.00	495.00
AM002	Defibrillator cabinet	495.00	495.00	495.00
AM003	Social distance screens	2,380.00	2,380.00	2,380.00
AM004	Stairlift	11,500.00	11,500.00	11,500.00
AM005	Disability access railings	710.00	710.00	710.00
TOTAL FOR Accessibility and Medical		15,580.00	15,580.00	15,580.00
Dog Foul Bins				
DB001	Dog Foul Bin	247.51	247.51	247.51
DB002	Dog Foul Bin	247.51	247.51	247.51
TOTAL FOR Dog Foul Bins		495.02	495.02	495.02
Fencing				
FE001	Fencing	5,000.00	5,000.00	5,000.00
FE002	Fencing - Car Park, High Street	5,560.00	5,560.00	5,560.00
FE003	Oak Railing	8,377.50	8,377.50	8,377.50
TOTAL FOR Fencing		18,937.50	18,937.50	18,937.50
Fixtures and Fittings				
FF001	Fittings in the home/away changing rooms (sanitary, benches and hooks)	5,100.00	5,100.00	5,100.00
FF002	Fittings in disabled, mens and women's toilets	3,000.00	3,000.00	3,000.00
FF003	Extractor fans kitchen, home and away changing rooms	450.00	450.00	450.00
FF004	Kitchen fittings, sink 3x wall cupboards 1 cupboard base 3x base drawers	5,000.00	5,000.00	5,000.00
FF005	Septic tank	5,200.00	5,200.00	5,200.00
FF006	Boot Cleaner brushes	288.45	288.45	288.45
FF007	Security system	3,000.00	3,000.00	3,000.00
FF008	Photovoltaic (PV) Installation	25,000.00	25,000.00	25,000.00
FF009	Water Dispenser	500.00	500.00	500.00
FF010	Blinds (multiple)	4,500.00	4,500.00	4,500.00
FF011	Safe	900.00	900.00	900.00
FF012	Keysafe	200.00	200.00	200.00
FF013	Lockers	450.00	450.00	450.00
FF014	Magnetic board library	415.75	415.75	415.75
FF015	Book supports for the library	420.00	420.00	420.00
FF016	Library racking	11,500.00	11,500.00	11,500.00
FF017	crockery and utensils	5,000.00	5,000.00	5,000.00
TOTAL FOR Fixtures and Fittings		70,924.20	70,924.20	70,924.20
Furniture				
FU001	Counter	9,000.00	9,000.00	9,000.00
FU002	Furniture (various items)	12,000.00	12,000.00	12,000.00
FU003	Furniture for new rooms 17x chairs, staff room desk, 4x desks	2,528.00	2,528.00	2,528.00
FU004	Tabletops	1,083.72	1,083.72	1,083.72
FU005	Metal Galvanised table	1,500.00	1,500.00	1,500.00
FU006	Wooden Furniture	500.00	500.00	500.00
FU007	Shelf Racks x4	600.00	600.00	600.00
FU008	Fire safe filing cabinets x2	700.00	700.00	700.00
FU009	Rectangular panel 1200mm beech desk	135.00	135.00	135.00
FU010	High back office chair with adjustable arms- blue	95.00	95.00	95.00
FU011	Chairs x4	728.00	728.00	728.00
FU012	Straight desks & screens x4	568.00	568.00	568.00
FU013	Polypropylene Chairs x 70	4,056.50	4,056.50	4,056.50
FU014	Tub Chair - faux leather x 6	1,020.00	1,020.00	1,020.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
TOTAL FOR Furniture		34,514.22	34,514.22	34,514.22
Gates				
GA001	Self closing gate (yellow)	891.00	891.00	891.00
GA002	Vehicle gate (yellow)	1,626.00	1,626.00	1,626.00
GA003	Gates	500.00	500.00	500.00
GA004	Gates	1,032.00	1,032.00	1,032.00
GA005	Gates	1,250.00	1,250.00	1,250.00
GA006	Kissing Gates	825.00	825.00	825.00
GA007	Kissing Gates	825.00	825.00	825.00
GA008	5 bar gate to the rear entrance of the cemetery	460.00	460.00	460.00
GA009	Cemetery gates	11,250.00	11,250.00	11,250.00
GA010	Cemetery gates	11,250.00	11,250.00	11,250.00
GA011	Vehicular gates	2,500.00	2,500.00	2,500.00
GA012	Vehicular gates	2,500.00	2,500.00	2,500.00
GA013	Pedestrian gates	1,250.00	1,250.00	1,250.00
GA014	Pedestrian gates	1,250.00	1,250.00	1,250.00
TOTAL FOR Gates		37,409.00	37,409.00	37,409.00
Grit Bin				
GB001	Grit bin	243.00	243.00	243.00
TOTAL FOR Grit Bin		243.00	243.00	243.00
Groundworks				
GR001	Boardwalk- recycled plastic	68,708.00	68,708.00	68,708.00
GR002	Groundwork for memorial bench	480.00	480.00	480.00
GR003	Boardwalk	5,000.00	5,000.00	5,000.00
GR004	Portable multi matting	590.88	590.88	590.88
GR005	Heritage fruit trees x50	500.00	500.00	500.00
TOTAL FOR Groundworks		75,278.88	75,278.88	75,278.88
Heating & Cooling				
HC001	Air source heat pump	3,000.00	3,000.00	3,000.00
HC002	Air source heat pump	3,000.00	3,000.00	3,000.00
HC003	Heating system and controls	1,500.00	1,500.00	1,500.00
HC004	Air conditioning unit- kitchen	2,260.00	2,260.00	2,260.00
HC005	Boiler	3,000.00	3,000.00	3,000.00
HC006	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC007	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC008	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC009	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC010	Air conditioning & base, parish office/ large meeting room	4,390.00	4,390.00	4,390.00
TOTAL FOR Heating & Cooling		22,240.00	22,240.00	22,240.00
Highways				
HI01	MVAS unit	2,006.17	2,006.17	0.00
HI02	MVAS unit	2,200.00	2,200.00	0.00
TOTAL FOR Highways		4,206.17	4,206.17	0.00
Information Technology				
IT001	EPOS system hardware 1 cashdrawer 1 printer 2 handhelds	392.59	392.59	392.59
IT002	Computer Equipment	11,000.00	11,000.00	11,000.00
IT003	Desktop PC x5	5,000.00	5,000.00	5,000.00
IT004	Laptop x5	5,000.00	5,000.00	5,000.00
IT005	Network printer	500.00	500.00	500.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
IT006	Server HPE Proliant ML30	3,072.40	3,072.40	3,072.40
IT007	UPS	2,000.00	2,000.00	2,000.00
IT008	Server cabinet	1,500.00	1,500.00	1,500.00
IT009	HD CCTV system	3,750.00	3,750.00	3,750.00
IT010	22" HD CCTV monitor	130.00	130.00	130.00
IT011	Telephone system (BT)	1,073.00	1,073.00	1,073.00
IT012	Projector	1,400.00	1,400.00	1,400.00
IT013	Projectors & screens, ceiling mounts x3	2,555.44	2,555.44	2,555.44
IT014	Mitsubishi HRV unit	3,965.00	3,965.00	3,965.00
IT015	Television Stand	300.00	300.00	300.00
IT016	PA system atrium	1,290.50	1,290.50	1,290.50
IT017	ipads x3	1.00	1.00	407.00
IT018	1 Laptop used at reception	1.00	1.00	559.00
IT019	Hikvision 16CH 5.0MP ultra HD DVR CCTV	245.83	245.83	245.83
IT020	Office Contents pre 2017	6,000.00	12,013.42	6,000.00
IT021	Shredder	322.00	322.00	322.00
IT022	HP desktop 24" monitor and speakers	768.56	768.56	768.56
IT023	Windows 10 pro for HP desktop	122.22	122.22	122.22
IT024	Synology DS918 and 4 bay desktop NAS enclosures	411.05	411.05	411.05
IT025	WD2 2B NAS hard drive- red	233.28	233.28	233.28
IT026	ASUS laptop (timebank)	399.16	399.16	399.16
IT027	Office 2021 Professional Software for laptop	85.00	85.00	85.00
IT028	HP Desktop core i5 10505/3.2 GHz-RAM 8 GB- SSD 256 GB	494.00	494.00	494.00
IT029	HP Desktop 295 G6 Ryzen 5 4600/3.7 hhz RAM 8GB	625.87	625.87	625.87
IT030	Timebank laptop	448.99	448.99	448.99
IT031	Lenovo laptops x4	2,971.59	2,971.59	2,971.59
TOTAL FOR Information Technology		56,058.48	62,071.90	57,022.48
Installation & Art				
IA001	Kohima Stone	3,760.00	3,760.00	3,760.00
IA002	Vintage Carriage (coffin carriage?)	1,000.00	1,000.00	1,000.00
IA003	Village map	250.00	250.00	250.00
IA004	Portland memorial	1,148.74	1,148.74	1,148.74
IA005	Decorative metal grill to veranda	500.00	500.00	500.00
IA006	Steel Sculptures	20,000.00	20,000.00	20,000.00
IA007	Metal framework	1,000.00	1,000.00	1,000.00
IA008	Clock	500.00	500.00	500.00
IA009	War memorial	1.00	1.00	114,000.00
IA010	Church Clock (not owned by the parish)	1.00	1.00	0.00
IA011	Millenium Plaque	1,000.00	1,000.00	1,000.00
IA012	Village Sign	10,000.00	10,000.00	10,000.00
TOTAL FOR Installation & Art		39,160.74	39,160.74	153,158.74
Land				
LA01	83 High Street	1.00	1.00	0.00
LA02	All Saints Church Yard	1.00	1.00	0.00
LA03	Allotments	1.00	1.00	0.00
LA04	Allotments - Greys	1.00	1.00	0.00
LA05	Armingford Crescent	1.00	1.00	0.00
LA06	Beechwood Avenue	10.00	10.00	0.00
LA07	BMX Site	1.00	1.00	0.00
LA08	Car Park	1.00	1.00	0.00
LA09	Car park and access road	1.00	1.00	0.00
LA10	Chalkhill Barrow	1.00	1.00	0.00
LA11	Clear Crescent Play Area	1.00	1.00	0.00
LA12	Elm Way	1.00	1.00	0.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
LA13	Golden Jubilee Orchard	1.00	1.00	0.00
LA14	Haggers Close	1.00	1.00	0.00
LA15	Maple Way	2.00	2.00	0.00
LA16	Millenium Copse	1.00	1.00	0.00
LA17	New Recreation Ground (1)	1.00	1.00	0.00
LA18	New Road Cemetery	1.00	1.00	0.00
LA19	Old Recreation Ground	1.00	1.00	0.00
LA20	Orchard Road	1.00	1.00	0.00
LA21	Old Fire Engine House	1.00	1.00	0.00
LA22	Orchard Road Cemetery	1.00	1.00	0.00
LA23	Stockbridge Meadows	1.00	1.00	0.00
LA24	The Moor Play Area	1.00	1.00	0.00
LA25	Village Hub - land	1.00	1.00	0.00
LA26	War Memorial - land	1.00	1.00	0.00
LA27	Green belt	1.00	1.00	0.00
LA28	Worcester Way	1.00	1.00	0.00
LA30	Strategic Green Belt	1.00	1.00	1.00
LA31	Rosemary Place	1.00	1.00	1.00
TOTAL FOR Land		40.00	40.00	2.00
Large Appliances				
L005	Dishwasher	2,824.00	2,824.00	2,824.00
LA003	Convection oven	1,390.83	1,390.83	1,390.83
LA004	Standard Oven	3,000.00	3,000.00	3,000.00
LA006	3 door Fridge	2,500.00	2,500.00	2,500.00
LA007	2 door Freezer	2,500.00	2,500.00	2,500.00
LA008	LAS counter freezer	2,468.32	2,468.32	2,468.32
LA009	Under Counter Fridge	903.10	903.10	903.10
LA010	Under Counter Fridge	1,000.00	1,000.00	1,000.00
LA011	Single door upright cooler 336L	392.00	392.00	392.00
LA012	Refridgerated Display	1,800.00	1,800.00	1,800.00
LA013	Upright freezer	1,400.00	1,400.00	1,400.00
LA014	Cooker hood	13,500.00	13,500.00	13,500.00
LA015	Washing & drier machine	1.00	1.00	907.00
LA016	Refridgerator	1.00	1.00	1,367.00
LA017	electric Cooker	350.00	350.00	350.00
TOTAL FOR Large Appliances		34,030.25	34,030.25	36,302.25
Lighting				
LI001	Flood lights for sports pitches	441.00	441.00	0.00
LI002	Flood lights for sports pitches	442.00	442.00	442.00
LI003	Flood lights for sports pitches	442.00	442.00	442.00
LI004	Flood light LED	210.00	210.00	210.00
LI005	Flood light LED	210.00	210.00	210.00
LI006	Lighting system	33,000.00	33,000.00	33,000.00
LI007	Lights & Electricity	2,110.61	2,110.61	2,110.61
TOTAL FOR Lighting		36,855.61	36,855.61	36,414.61
Litter Bins				
LB001	Keystone metal Litter bin	441.00	441.00	441.00
LB002	Keystone metal Litter bin	441.00	441.00	441.00
LB003	Waste collection bin	325.00	325.00	325.00
LB004	Litter bin	211.37	211.37	211.37
LB005	Circular timber slat litter bin	164.00	164.00	0.00
LB006	Circular timber slat litter bin	164.00	164.00	164.00
TOTAL FOR Litter Bins		1,746.37	1,746.37	1,582.37

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
Mix Music				
MM001	Mix Music DJ, Booth flight case and Subwoofer	456.00	456.00	456.00
MM002	Mix Music Speakers and DJ kit	2,328.00	2,328.00	2,328.00
MM003	Mix Music Pioneer XDJ	1,707.50	1,707.50	1,707.50
MM004	1 up Gaming machine	899.99	899.99	899.99
MM005	Amplifier and Computer	622.83	622.83	622.83
TOTAL FOR Mix Music		6,014.32	6,014.32	6,014.32
Play Equipment				
PE001	96x Wicksteed Safety Grass	4,032.00	4,032.00	4,032.00
PE002	Special flexi swing 3 bay 1 basket	6,297.00	6,297.00	6,297.00
PE003	Simulator with polythene deck	2,395.00	2,395.00	2,395.00
PE004	Special woodland grizzly	19,028.00	19,028.00	19,028.00
PE005	Jungle swing trail	2,547.00	2,547.00	2,547.00
PE006	Shimmy ropes	324.00	324.00	324.00
PE007	Log steps	1,000.00	1,000.00	1,000.00
PE008	Mounding	328.00	328.00	328.00
PE009	54x Eco tumble surfacing (50mm)	5,832.00	5,832.00	5,832.00
PE010	40x Eco tumble surfacing (50mm)	3,680.00	3,680.00	3,680.00
PE011	Mouldings & Logs	3,122.00	3,122.00	3,122.00
PE012	4x Boulders	580.00	580.00	580.00
PE013	slide safety surfacing	1,746.00	1,746.00	1,746.00
PE014	Slide	7,166.00	7,166.00	7,166.00
PE015	Zipwire	7,119.00	7,119.00	7,119.00
PE016	16x Zipwire safety grass	672.00	672.00	672.00
PE017	Train station	448.00	448.00	448.00
PE018	Toadstools	804.00	804.00	804.00
PE019	Wooden Train and Carriage	1,712.00	1,712.00	1,712.00
PE020	128x Eco tumblesurfacing (40mm)	12,416.00	12,416.00	12,416.00
PE021	Flying Bats cog spinner	799.00	799.00	799.00
PE022	Roly Poly Mirror panel	739.00	739.00	739.00
PE023	Make it rain play panel	857.00	857.00	857.00
PE024	Bongos play panel	1,117.00	1,117.00	1,117.00
PE025	log posts (29 metres)	2,784.00	2,784.00	2,784.00
PE027	Basket Ball arena	500.00	500.00	500.00
PE038	MANTIS Zipwire	12,647.34	12,647.34	12,647.34
PE039	Nexus Viper- Rope Swing	11,044.62	11,044.62	11,044.62
PE040	Hilly 4 Seat Springer	6,187.62	6,187.62	6,187.62
PE041	Piggy Springer 1 seater	3,827.82	3,827.82	3,827.82
PE042	Ovis Springer	3,827.82	3,827.82	3,827.82
PE043	Big Square Trampoline	7,521.67	7,521.67	7,521.67
PE044	Mira 2.4 high swing 6 place	9,459.79	9,459.79	9,459.79
PE045	Spinmee Inc. Roundabout	10,219.63	10,219.63	10,219.63
PE046	Bespoke UniPlay Unit	40,749.88	40,749.88	40,749.88
PE047	Swift Wide 1.8m high slide	9,262.21	9,262.21	9,262.21
PE048	Staircase steps for the mound	4,190.78	4,190.78	4,190.78
PE049	Underground tunnel	4,120.63	4,120.63	4,120.63
PE050	Youth Sports Arena	17,000.00	17,000.00	17,000.00
PE051	Basket Ball Arena - Hoop & Board	1,500.00	1,500.00	1,500.00
TOTAL FOR Play Equipment		229,603.81	229,603.81	229,603.81
Property				
PROP01	Melbourn Community Hub	612,150.00	772,283.61	2,448,900.00
PROP02	Little Hands Nursery	490,751.00	490,751.00	2,023,300.00
PROP03	Sports Pavilion	208,425.00	208,425.00	1,393,300.00
PROP04	Old Fire Engine House	31,660.93	31,660.93	121,300.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
PROP05	Workshop	1,200.00	1,200.00	210,300.00
PROP06	Cemetery Lychgate	28,702.73	28,702.73	188,800.00
PROP07	Cemetery Shed	6,899.70	6,899.70	86,400.00
PROP08	All Saints Church Wall	214,200.00	214,200.00	645,500.00
TOTAL FOR Property		1,593,989.36	1,754,122.97	7,117,800.00
Seating				
SE001	Keystone metal seat	550.00	550.00	550.00
SE002	Keystone metal seat	550.00	550.00	550.00
SE003	Oak seat	500.00	500.00	500.00
SE004	Oak seat	500.00	500.00	500.00
SE005	Furnitube	290.00	290.00	290.00
SE006	Furnitube	290.00	290.00	290.00
SE007	Picnic table	440.00	440.00	440.00
SE008	Keyston metal seat	555.00	555.00	555.00
SE009	Picnic table	1,500.00	1,500.00	1,500.00
SE010	Picnic table	1,500.00	1,500.00	1,500.00
SE013	Oak seat	1,000.00	1,000.00	1,000.00
SE014	Platinum Jubilee Bench 5 ft	1,075.00	1,075.00	1,075.00
SE015	Furnitube seat	290.00	290.00	290.00
SE016	Furnitube seat	290.00	290.00	290.00
SE017	Picnic bench	440.00	440.00	440.00
SE018	Furnitube seat	290.00	290.00	290.00
SE019	Wooden Slat Seat	300.00	300.00	300.00
SE020	Wooden Slat Seat	800.00	800.00	800.00
SE021	Furnitube seat	290.00	290.00	290.00
SE022	Oak seat	500.00	500.00	500.00
SE023	Furnitube seat	290.00	290.00	290.00
SE024	Furnitube seat	290.00	290.00	290.00
SE025	Oak seat	500.00	500.00	500.00
SE026	Furnitube seat	290.00	290.00	290.00
SE027	Wavy Line Metal bench	97.00	97.00	97.00
SE028	Wavy Line Metal bench	97.00	97.00	97.00
SE029	Wavy Line Metal bench	96.00	96.00	97.00
SE030	Picnic table	440.00	440.00	440.00
SE031	Furnitube seat	290.00	290.00	290.00
SE032	32x Plastic Chairs	320.00	320.00	320.00
SE033	Picnic table	440.00	440.00	440.00
SE034	Picnic table	440.00	440.00	440.00
SE035	Wavy Line Metal bench	290.00	290.00	290.00
SE036	Metal Picnic table	1,000.00	1,000.00	1,000.00
SE037	Metal Picnic table	1,000.00	1,000.00	1,000.00
SE038	Oak seat	167.00	167.00	167.00
SE039	Oak seat	167.00	167.00	167.00
SE040	Oak seat	166.00	166.00	167.00
SE041	Picnic bench	220.00	220.00	220.00
SE042	Picnic bench	220.00	220.00	220.00
SE043	Wavy Line Metal bench	290.00	290.00	290.00
SE044	Oak seat	500.00	500.00	500.00
SE045	Wooden Slat Seat	300.00	300.00	300.00
SE046	97x chairs for the hub	2,210.60	2,210.60	2,210.60
SE047	16x outdoor chairs for the hub	599.88	599.88	599.88
SE048	Teak half tree bench & commemorative brass plaque	749.98	749.98	749.98
SE049	King Charles bench	599.30	599.30	599.30
SE050	King Charles bench	599.30	599.30	599.30
TOTAL FOR Seating		24,619.06	24,619.06	24,621.06

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
Shelter				
SH001	Youth Shelter	25,000.00	25,000.00	25,000.00
SH002	Perspex Bus shelter	1.00	1.00	7,500.00
SH003	Marquee, flooring & guttering	1,573.66	1,573.66	1,573.66
TOTAL FOR Shelter		26,574.66	26,574.66	34,073.66
Signage				
SI001	Interpretation Board (recycled plastic)	740.00	740.00	740.00
SI002	Noticeboard	1,000.00	1,000.00	1,000.00
SI003	Interpretation Board (recycled plastic)	740.00	740.00	740.00
SI004	Village noticeboards	2,000.00	2,000.00	2,000.00
SI005	Village noticeboards	2,000.00	2,000.00	2,000.00
SI006	Village noticeboards	2,000.00	2,000.00	2,000.00
SI007	Oak noticeboard	1,500.00	1,500.00	1,500.00
SI008	Noticeboards	90.00	90.00	90.00
SI009	Noticeboards	90.00	90.00	90.00
SI010	Noticeboards	90.00	90.00	90.00
SI011	Noticeboards	90.00	90.00	90.00
SI012	Noticeboards	90.00	90.00	90.00
SI013	Outside front hub sign	2,500.00	2,500.00	2,500.00
TOTAL FOR Signage		12,930.00	12,930.00	12,930.00
Small Appliances				
SA005	Espresso machine	4,066.25	4,066.25	4,066.25
SA006	Coffee Grinder	581.88	581.88	581.88
SA007	Water Still	2,500.00	2,500.00	2,500.00
SA008	Panini grill	300.00	300.00	300.00
SA009	Kenwood mixer	428.34	428.34	428.34
SA010	Kitchenaid hand blender	565.83	565.83	0.00
SA011	Buffalo countertop fryer	249.99	249.99	249.99
SA014	Water heater	727.43	727.43	727.43
SA015	Hand driers	100.00	100.00	100.00
SA016	Hand driers	100.00	100.00	100.00
SA017	Hand driers	100.00	100.00	100.00
SA018	Hand driers	100.00	100.00	100.00
SA019	Hand driers	100.00	100.00	100.00
TOTAL FOR Small Appliances		9,919.72	9,919.72	9,353.89
Sports and Games				
SP001	Bench game table	299.00	299.00	299.00
SP002	Chess set and table	1,500.00	1,500.00	1,500.00
SP003	Goalpost	250.00	250.00	250.00
SP004	Goalpost	250.00	250.00	250.00
SP005	Goalpost	250.00	250.00	250.00
SP006	Goalpost	250.00	250.00	250.00
SP007	Cycle rack	1,000.00	1,000.00	1,000.00
SP008	Electric Batri bike, diamond pro	400.00	400.00	400.00
SP009	Pool Table	800.00	800.00	800.00
TOTAL FOR Sports and Games		4,999.00	4,999.00	4,999.00
Storage				
ST001	Storage Shed	1,186.71	1,186.71	1,186.71
ST002	Container	2,783.00	2,783.00	2,783.00
TOTAL FOR Storage		3,969.71	3,969.71	3,969.71
Tools				

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
TO001	Hedge Trimmer STIHL 86R	439.00	439.00	439.00
TO002	Garden Vacuum STIHL SH55	240.00	240.00	240.00
TO003	Portable GeneratoR Robin	350.00	350.00	350.00
TO004	Strimmer STIHL FS130	450.00	450.00	450.00
TO005	Grit Spreader	275.00	275.00	275.00
TO006	Pressure washer Draper 83818	295.54	295.54	295.54
TO007	Pressure washer water tank	249.00	249.00	249.00
TO008	Strimmer STIHL	666.67	666.67	666.67
TO009	Grass cutter lateral	750.00	750.00	750.00
TO010	Grass cutter Large Allen Flymo	500.00	500.00	500.00
TO011	Grass cutter Masport 300 AL	350.00	350.00	350.00
TO012	Scythe mower	1,000.00	1,000.00	1,000.00
TO013	Workbench	250.00	250.00	250.00
TO014	Heavy Duty tripod ladder 8 ft	325.00	325.00	325.00
TO015	Billy Goat vacuum cleaner	250.00	250.00	250.00
TO016	Hawksmoor 18V Cordless mini pruning chainsaw 1x4.0Ah	122.98	122.98	122.98
TO017	18 V 4Ah combi drill	109.99	109.99	109.99
TO018	Einhell FIXETTO 18/50 N Professional 18V Second Fix Brad Straight Nail Gun, 4.0Ah Battery & Charger	159.98	159.98	159.98
TOTAL FOR Tools		6,783.16	6,783.16	6,783.16
Under £200				
UN001	Wheelbarrow	25.00	25.00	0.00
UN002	Lawnmower Quantum XTS 50	150.00	150.00	0.00
UN003	Garden Spade	15.00	15.00	0.00
UN004	Various signs	50.00	50.00	0.00
UN005	Toaster Dualit 6 slice	179.99	179.99	0.00
UN006	Legionnaires Thermometer kit	105.99	105.99	0.00
UN007	Webcam Dericam HP 1080p	37.49	37.49	0.00
UN008	Noise cancelling telephone headset Binaual	33.32	33.32	0.00
UN009	2 drawer beech filing cabinet	128.00	128.00	0.00
UN010	Lenovo C27-30 27" computer screens	273.32	273.32	0.00
UN011	Dog bins and posts (Red HGN45) x2	378.00	378.00	0.00
UN012	Lidded plastic box for asbestos disposal	19.96	19.96	0.00
UN013	Sign asbestos only	40.00	40.00	0.00
UN014	Tables x6	100.00	100.00	0.00
UN015	Fire Extinguishers	90.00	90.00	0.00
UN016	Fire blanket	10.00	10.00	0.00
UN017	Vacuum Cleaner	100.00	100.00	0.00
UN018	Dupray Steam Cleaner	125.00	125.00	0.00
UN019	Kettle	25.00	25.00	0.00
UN020	White Boards	30.00	30.00	0.00
UN021	Folding Square Tables x 5	200.00	200.00	0.00
UN022	Waste Bins x6	100.00	100.00	0.00
UN023	Fridge	100.00	100.00	0.00
UN024	Microwave	50.00	50.00	0.00
UN025	Toaster	15.00	15.00	0.00
UN026	Assorted Saucepans and Cooking utensils	250.00	250.00	0.00
UN027	Assorted crockery	200.00	200.00	0.00
UN028	Assorted cutlery	100.00	100.00	0.00
UN029	Goal Nets x 2	112.00	112.00	0.00
UN030	New goal nets x2	112.00	112.00	0.00
UN031	Corner posts	160.00	160.00	0.00
UN032	Assorted trophies	1.00	1.00	0.00
UN033	Gazebo	50.00	50.00	0.00
UN034	Gazebo	200.00	200.00	0.00
UN035	Spade for sports teams	20.00	20.00	0.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
UN036	Magazine rack	160.00	160.00	0.00
UN037	Library books	10,000.00	10,000.00	0.00
UN038	Office chairs x2	107.00	107.00	0.00
UN039	Leaf Blower STIHL BG56C	199.00	199.00	0.00
UN040	Portable sprayer	30.00	30.00	0.00
UN041	Handsaw	15.00	15.00	0.00
UN042	Stanley Fatmax cordless twinpack kit	134.99	134.99	0.00
UN043	Stanley Mixed Tool Set 210 pieces	154.61	154.61	0.00
UN044	Hand Broom	5.00	5.00	0.00
UN045	Hand Broom	5.00	5.00	0.00
UN046	Garden Hoe	15.00	15.00	0.00
UN047	Garden Hoe	15.00	15.00	0.00
UN048	Garden Fork	15.00	15.00	0.00
UN049	Garden Fork	15.00	15.00	0.00
UN050	Garden Spade	15.00	15.00	0.00
UN051	Garden Rake	15.00	15.00	0.00
UN052	Garden Rake	15.00	15.00	0.00
UN053	Car ramp	10.00	10.00	0.00
UN054	Car ramp	10.00	10.00	0.00
UN055	Portable appliance transformer 110-V	50.00	50.00	0.00
UN056	extension ladder	60.00	60.00	0.00
UN057	Broom	20.00	20.00	0.00
UN058	Snow shovel	20.00	20.00	0.00
UN059	Sack barrow	30.00	30.00	0.00
UN060	Black and Decker hedge trimmer	100.00	100.00	0.00
UN061	Loppers	40.00	40.00	0.00
UN062	Rakes	40.00	40.00	0.00
UN063	Post Driver	35.00	35.00	0.00
UN064	Post Hole Spade	35.00	35.00	0.00
UN065	Henry vacuum cleaner	90.00	90.00	0.00
UN066	ADZE Pickaxe	100.00	100.00	0.00
UN067	Lawn edger	30.00	30.00	0.00
UN068	Long handed shears	30.00	30.00	0.00
UN069	Keysafe	50.00	50.00	0.00
UN070	Sledgehammer	20.00	20.00	0.00
UN071	Red Devil high pressure washer	50.00	50.00	0.00
UN072	Safety Helmets	40.00	40.00	0.00
UN073	Mop and bucket	10.00	10.00	0.00
UN074	Wire brooms	30.00	30.00	0.00
UN075	Mobile phones	60.00	60.00	0.00
UN076	Angle grinders	67.00	67.00	0.00
UN077	Safety boots	42.00	42.00	0.00
UN078	HiVis coloured waistcoats	27.87	27.87	0.00
UN079	HiVis bomber jacket	52.00	52.00	0.00
UN080	Shears	24.99	24.99	0.00
UN081	Broom	16.42	16.42	0.00
UN082	Secateurs	9.74	9.74	0.00
UN083	Safety boots-pair	44.98	44.98	0.00
UN084	Christmas tree lights	90.00	90.00	0.00
UN085	extension lead and timer for the lights	28.00	28.00	0.00
UN086	Sign Christmas tree recycling point	45.00	45.00	0.00
UN087	Loppers	19.99	19.99	0.00
UN088	Hose& hose cart	62.49	62.49	0.00
UN090	Legionnaires Thermometer kit	105.99	105.99	0.00
UN091	Bike trailer- litter picking	50.00	50.00	0.00
UN092	Shears and Hacksaw	118.28	118.28	0.00
UN093	Battery Jet Wash	124.98	124.98	0.00

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
UN094	Angle grinder	79.98	79.98	0.00
UN095	Handsaw	25.81	25.81	0.00
UN096	Drain rod set	66.63	66.63	0.00
TOTAL FOR Under £200		<u>16,563.82</u>	<u>16,563.82</u>	<u>0.00</u>
Vehicles				
VE003	Parish Van Citroen Berlingo	9,360.00	9,360.00	9,360.00
VE004	Trailer 2 wheel	750.00	750.00	750.00
TOTAL FOR Vehicles		<u>10,110.00</u>	<u>10,110.00</u>	<u>10,110.00</u>
	TOTAL	<u>2,393,796.06</u>	<u>2,559,943.09</u>	<u>8,020,362.88</u>

Abi Williams

From: [REDACTED]a@henbe.co.uk>
Sent: 10 April 2026 16:53
To: Abi Williams; Cllr Kilmurray; Cllr Clark
Cc: [REDACTED]
Subject: Melbourn Energy Superloop
Attachments: A5 leaflet for April event Final 07.04.26.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Cllr Clark, Cllr Kilmurray & Parish Clerk,

I hope you're well. We wanted to invite you and fellow Councillors to a public information event about the [Melbourn Superloop](#) on 24th and 25th April. See attached flyer for info.

Building on our initial event a while ago now, this session is about re-engaging with the village, sharing what we've been working on, explaining how the system would work in practice, and giving a clearer sense of what's involved.

We'd really value you and your colleagues coming along at **6.45pm at The Hub on Friday 24th April**, ahead of the main public session. It's a good opportunity for the Parish Council to meet the team while it's quieter, ask questions, and get a feel for the information residents will see. But it is an open invitation across either session over the weekend.

Across both days, we'll cover the customer journey, the stages the project will move through, and what people can expect at each step. We'll also be launching an instant estimator tool so residents can explore potential energy savings, alongside a new animation explaining how the system works. Team members from across the project will be there to talk things through.

Just to be clear, this event isn't about presenting proposals or consulting on a planning application at this point. It's focused on providing clear, accessible information to help the community understand the Energy Superloop and how it would work for Melbourn.

We will be promoting the event via leaflets through doors and on social media over the coming weeks. I hope you and your colleagues can make it, and we look forward to seeing you there!

Thanks,

[REDACTED]

Come and talk to us about Superloop!

melbourn.energysuperloop.co.uk

Melbourn
Energy
Superloop

7pm - 9pm
24th April 2026

The Hub,
30 High St,
Melbourn

**Choose the
perfect
time for you**

10am - 4pm
25th April 2026

URC Church Hall,
Chapel Lane,
Melbourn

We've been busy behind the scenes. Don't miss this update, and the **first chance to get your estimated cost** to join Melbourn Energy Superloop.

Get an estimate for your home in minutes

Enter your address into our new online estimator tool to find out how much Superloop will cost to join and what we could save you*.

Talk to the experts

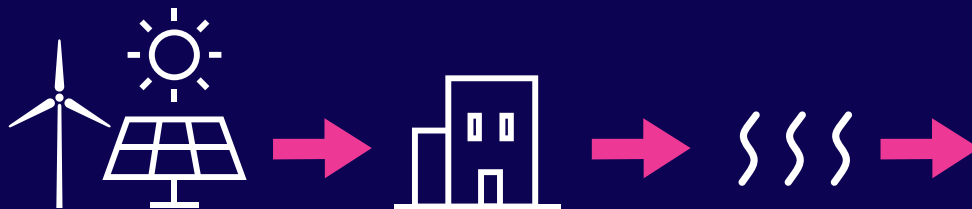
Chat with Kensa, heat pump specialists, ask data centre questions directly to the designers, and meet the team bringing Superloop to life.

How does it work?

View our animation that explains how Superloop works to cut your energy bills (25-40% savings!*) and improve village air quality.

Future-proof your home with affordable, cosy, low carbon heating.

*<https://melbourn.energysuperloop.co.uk/claims-and-assumptions/>



Power generation

Local renewable energy, backed up by the national grid, powers the data centre

1

Data centre

Computing operations generate recoverable waste heat

2

Heat recovery

Waste heat is used to warm water circulated through Superloop's pipes

3



Home heating

Pre-warmed water moves through your new ground source heat pump, boosting efficiency and cutting bills and emissions

4



Closed loop

Cooled water returns to data centre to be reheated – cycle repeats endlessly

5

**What is Melbourn Energy Superloop?
Scan me:**



Ultra-fast broadband too

Alongside affordable, low-carbon heat, we're also aiming to bring ultra-fast 10Gb fibre at market beating prices, offering the village more choice and better speeds!

Pop the dates in your diary!

7pm – 9pm
24th April
The Hub,
High St,
Melbourn

10am – 4pm
25th April
URC Church Hall,
Chapel Lane,
Melbourn

melbourn.energysuperloop.co.uk

Previous correspondence – PC meeting 25 November 2024

PC133/24a) To note an introduction to Melbourn Energy Superloop - a smart, green, and more affordable energy network for the village of Melbourn: <https://melbourn.energysuperloop.co.uk/> and to note public consultation being held on 29 and 30 November 2024 at Melbourn Primary School.

Lanpro representative, Will Nichols, introduced the Melbourn Energy Superloop project and highlighted the public meetings being held on Friday 29 November 3pm-7pm, Saturday 30 November 10am-1pm at Melbourn Primary School.

Cllrs asked questions focussing on the timing of the project, possible disruption caused and the effect this would have residents along with the possibility of using the heat energyloop to support community buildings and public spaces such as the swimming pool and schools.

ACTION: Office to promote the public events that are taking place to encourage residents to learn more about the project.

St. George's Allotment Improvements: Planning Application

1. Decision Required

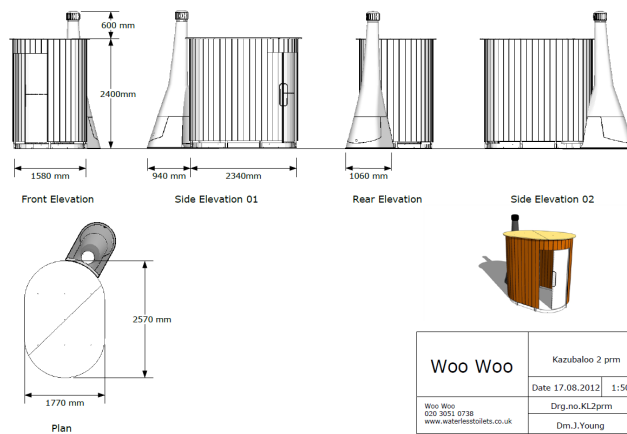
To agree that Melbourn Parish Council (MPC):

- Acts as the planning applicant
- Pays the reduced planning fee
- *Enable the Allotment Association (AA) to contract suppliers and deliver the works (TBC)*

2. Summary

The Allotment Association has secured £30,000 grant funding for:

- Boundary fencing and gates



- A composting toilet



- Example of Kazuba Toilet at RSPB Fowlmere

MPC owns the land with the AA managing delivery of the projects.

Planning permission is required for both elements.

3. Key Points

Planning

Under the Town and Country Planning (General Permitted Development) (England) Order 2015:

- Fencing over 1m adjacent to a highway/footpath requires permission
- The toilet is a permanent structure and unlikely to be permitted development

→ Full application required

Procurement

St. George's Allotment Improvements: Planning Application

Under the Procurement Act 2023 :

- £30,000 is below thresholds → no formal tender required

→ The AA should procure and manage works

→ MPC should not enter into contracts

Legal

A formal agreement is required to cover:

- Roles and responsibilities
- Procurement and funding
- Asset ownership (MPC)
- Maintenance

Financial

- Application fee: ~£578
- MPC pays 50% = ~£289

No further costs proposed.

4. Risks

- Proceeding without planning permission
- Lack of clarity over responsibilities
- No formal agreement in place

→ Mitigated through application and agreement

5. Recommendations

MPC is recommended to:

1. Act as planning applicant
2. Pay the reduced fee (~£289)
3. Appoint the AA as agent
4. *Agree the AA will deliver the projects (TBC)*
5. *Require a formal agreement before works begin (TBC)*

Melbourn Parish Council

Rules and Regulations : New Road Cemetery, Melbourn

The Parish Council must be informed about who the undertakers and the suppliers of the headstone items will be and that they (the undertakers and suppliers) are aware and guarantee to comply with the New Road Cemetery rules and regulations. There must be a signed agreement by the undertakers and suppliers received by the Clerk to the Parish Council before commencement of any further activity. The Clerk will also require a copy signed by a family member of the bereaved. These are available from either the Clerk or the undertakers.

1. General

- a. A person will be eligible for burial in New Road Cemetery provided they are a resident of Melbourn immediately before his/her death or was a resident for a period of at least **3** consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. Any exceptions will be at the discretion of the Clerk to the Burial Board, and if accepted, all fees will be eight times.
- b. Administration of the New Road Cemetery is conducted by Melbourn Parish Council at 30 High Street, Melbourn Community Hub, Cambridgeshire, SG8 6DZ, who shall be solely responsible for the management and upkeep of the cemetery.
- c. The Clerk or Assistant, to Melbourn Parish Council shall be responsible for the day-to-day day-to-day management and administration of the cemetery. All queries or communications should be addressed to the Clerk.
- d. The Clerk to the Council shall be solely responsible for the allocation of the plot for either burial or interment. (See 1.j. below)
- e. A plan of the Cemetery showing the position and number of each grave or interment plot is retained by the Clerk to the Council and may be inspected by appointment during Parish Office opening hours.
- f. No grave or interment plot may be reserved or pre-purchased.
- g. Melbourn Parish Council shall be responsible for the upkeep and maintenance of all grassed areas within the cemetery and shall maintain all trees, hedges, fences, flowers, shrubs, roadways,

pathways, entrances, gates, watering provisions and disposal facilities within the cemetery boundaries.

- h. No person or persons shall plant, fell or otherwise alter any trees, shrubs, plants or flowers in any area of the cemetery including the grave areas. (Refer to [78.i](#)).
- i. The Council reserve the right to prune, cut down or remove any tree, shrub, plant or flower planted in contravention of Regulation 1.g.
- j. The Council reserve the right to remove untidy, dead, damaged, dangerous or inappropriate items from anywhere in the cemetery.
- k. New Road Cemetery is laid out as a 'lawned cemetery'. The sections are set out with headstones allowed only at the head of each grave. The area is grassed for ease of maintenance and mown at the Council's expense. No planting shall be allowed either within the grave space or any other area of the cemetery without the written permission of the Clerk to Melbourn Parish Council. Items such as granite flowerpots etc, are permitted but must be positioned at the head of the grave on the provided base area. The Council reserves the right to relocate or remove the same if not in the correct position. The Council will not undertake to keep clean or maintain memorials; this shall be the responsibility of the owner. No headstone base to be longer than the cemetery bases and must be positioned so no overhang occurs. This also applies to cremation bases. See [78.b](#) and [78.c](#) for dimensions.
- l. Grave spaces are laid out with the headstones facing generally east or west, the owner of the Exclusive Right to Burial may choose either if they have a preference.
- m. The scattering or burial of cremated remains without the consent of the Melbourn Parish Council is strictly forbidden and liable to prosecution.
- n. Any floral tributes, messages, tags or similar items laid on the grave at the time of the burial should be removed within 30 days of the burial, they are the sole responsibility of the deceased relatives or their representatives and Melbourn Parish Council cannot be held responsible for the loss or removal of these items. In the event that items have not been removed prior to seeding/turfing the area, these will be moved by the Parish Council. This paragraph to be read in conjunction with 1i.
- o. Melbourn Parish Council will inspect graves after approximately 12 months to ensure that the soil mound has settled to allow for the area to be seeded/turfed. The soil mound shall only be added to or removed by Parish Council employees

- p. Please be aware that the cemetery is an open area and subject to the elements and [wild-lifewildlife](#) which the Parish Council have no control over.

2 Right of Access

- a. The cemetery is open to visiting public from sunrise to sunset. Members of the public are requested to stay on the paths when walking through the Cemetery. The seating on the mound can also be accessed via the footpath. Members of the public are reminded that access to the Cemetery is permitted in accordance with section 3. **Conduct** below. This does not constitute a right of way.
- b. Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials, disabled and electrical/mechanical wheelchairs, cemetery maintenance and associated vehicles (with prior permission), contractors vehicles used in connection with the digging of graves or erection of headstones/memorials. All vehicles must use the official car park provided other than funeral cars executing funeral requirements.

No skateboards, scooters or similar are permitted to be used in the Cemetery.

- c. Contractors' vehicles must not be driven over the grassed area except for the purpose of mowing or other landscaping activities other than for grave digging/filling.
- d. Any person, persons or company causing damage shall be responsible for the full cost of repairing any damage so caused.

3 Conduct

- a. All visitors shall conduct themselves in an orderly and quiet manner at all times.
- b. No person showing signs of alcohol or drug excess will be allowed in the cemetery.
- c. Melbourn Parish Council reserves the right to eject or have ejected any person or persons considered by the Council or the Clerk to the Council to be acting or behaving in an improper or offensive manner.
- d. Under the provisions of the Local Authorities Cemeteries Order 1977 it is an offence for a person to wilfully:-
 - i. Create any disturbance in a cemetery.
 - ii. Commit any nuisance in a cemetery.

- iii. Interfere with any grave, tombstone or cremated remains base or other memorial or any flowers or plants in any such manner.
- iv. Play any game or sport in a cemetery.
- v. Enter or remain in the cemetery when it is closed to the public unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- e. Dogs must be kept under control and on leads at all times when walking through the Cemetery.
- f. No alcohol may be consumed within the Cemetery.
- g. No smoking allowed within the Cemetery.
- h. No religious services or demonstrations of any kind other than the service previously authorised for the burial or interment at the time, may be held without the prior permission of the Clerk to the Council.
- i. Authorised vehicles may only use the correct roadways and must park in car park area. 10mph is the maximum permitted speed within the Cemetery.

4 Arrangements for a Burial

- a. Will funeral directors please ensure the rules specified under paragraph [1.General](#) have been complied with before commencement of any burial arrangements.
- b. Except in cases where religious beliefs require otherwise or in cases of death from epidemic or epidemic disease upon medical certification, three clear days notification, excluding Saturdays, Sundays and Bank holidays, must be given to the Clerk to Melbourn Parish Council for an interment in an earthen grave or the burial of cremation ashes within the New Road Cemetery.
- c. Reservations for burial services may be made by telephone during office hours, in writing or by email, the reservation applicant must be a relative of the deceased or an authorised funeral director. Reservations will be regarded as provisional until the formal notice required by paragraphs [4.c-d](#) or [4.d-e](#) has been received.

- d. Notice of burial is given when all forms and certificates required to fulfil statutory requirements and those required by Melbourn Parish Council, are received by the Clerk to the Council no later than three full PC working days before the proposed date of the funeral.
- e. For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Clerk to the Council.
- f. Multiple burials in the same grave may be pre-purchased at the time of the first burial, ~~and must be made at the time of 4.b. and 4.c.~~
- g. In the case of a multiple burial requested ~~per 4.b.~~, the person(s) or Funeral Director responsible for making the request must ensure the allocated plot is appropriate.
- h. Melbourn Parish Council shall not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally, electronically or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office, Royal Mail or similar delivery agency.
- ~~i. Documents sent by fax or e-mail will only be accepted as temporary notifications and must be confirmed by the submission of the originals at the soonest opportunity.~~
- ~~j.i.~~ If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Clerk must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths or the Coroner must be submitted as soon as possible after the signing the declaration.
- ~~k.j.~~ Responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a service rests with the Funeral Director or the person or persons arranging the funeral.
- ~~l.k.~~ The Funeral Director or person(s) arranging the funeral is fully responsible for arranging the excavation of the allocated grave or plot for the interment of ashes. They shall also be responsible for ensuring the correct alignment and dimensions are complied with, (see 6.~~ih~~ and 6.~~ij~~)
- ~~m.l.~~ The Funeral Director or person(s) arranging the funeral shall be responsible for ensuring there are sufficient bearers to convey the coffin with due reverence from the hearse to the plot.
- ~~n.m.~~ Any person acting as a bearer during an interment does so at their own risk and Melbourn Parish Council accept no responsibility for any accident or injury to a bearer howsoever incurred.

~~e-n~~ Only one funeral or interment will be allowed in the Cemetery at any one time unless prior permission has been obtained from the Clerk to the Council.

~~p-o~~ No coffin or ash container shall be opened in the Cemetery for any reason whatsoever, other than the approved scattering of ashes.

~~q-p~~ All fees and charges due must be paid to the Clerk to Melbourn Parish council within three days of the interment and upon application in the case of headstones and memorials.

~~r-q~~ The fees charged by Melbourn Parish Council include everything connected with the allocation and maintenance of said plot but exclude headstones, memorials or other items provided by other parties. No person employed by or on behalf of Melbourn Parish Council is allowed to receive any form of gratuity.

~~s-r~~ Melbourn Parish Council reserve the right to refuse, delay or cancel any interment or burial where, in its' opinion, ownership of the Exclusive Right of Burial is disputed.

~~t-s~~ The location of any non-private grave shall be determined by the Clerk to the Council

5. **Grant of Exclusive Right of Burial**

- a. The current policy of Melbourn Parish Council is that a plot in New Road Cemetery may not be pre-purchased and therefore an Exclusive Right of Burial cannot exist initially. An Exclusive Right of Burial will be created on the application for the first burial. An application for multiple burials, if required, must be made at this time.
- b. Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land it does give the owner of the Deed the right to:-
 - i. be buried in that grave.
 - ii. authorise further burial(s) in that grave where space is available. (see 6.h and 6.i)
 - iii. erect or place a headstone and memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to such items.(see 1.1)
 - iv. have inscriptions/additional inscriptions placed on a memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to this matter.
- c. On the purchase of the Exclusive Right of Burial in a grave a Deed of Grant shall be issued to the purchaser whose name shall be registered (to be known as the Owner).

- d. Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends on whether or not the deceased left a valid Will. The law concerning this matter is very complex and it is strongly advised that a solicitor be consulted to establish the new ownership. Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial obtainable from the Clerk to the Council).
- e. The Deed of Exclusive Right of Burial is an important document like any other Deed and should be kept in a safe place.
- f. The Exclusive Right of Burial shall extend for 75 years from the date of purchase. Rights may be extended for a further period of 75 years on payment of the fee when applicable.
- g. The transfer or assignment of an Exclusive Right of Burial in a grave must be notified to the Clerk to the Council who will enter the transfer in the Register of Grants maintained by the Council upon production of the Deed.
- h. Notice for the interment of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- i. This is to be recorded by The Clerk to Melbourn Parish Council / Burial Officer.

6 Burials and Interments

- a. The **plot size for a grave** shall be a maximum of : 2440mm (8ft) x 760mm (2ft 6in), depths to comply with sections 6-[ih](#). and/or 6-[ji](#). (This excludes the headstone base dimensions. The headstone base **does not** form part of the area to be prepared for interment of coffined or cremated remains.). The pre-laid concrete base size for the headstone base and headstone is 915mm (3ft) wide x 460mm (1ft 6in) deep. In the case of the burial of a stillborn infant, a half plot will be allocated. If, in the future, other family members are to be interred in the same plot, a full plot will be allocated for the initial interment.
- b. Interments may take place at the Cemetery upon payment of the ordinary fees to the Funeral Director who shall be responsible for notifying the Clerk to Melbourn Parish Council.
- c. No funeral or interment shall take place after noon on Saturdays or at any time on Sundays or Bank Holidays except in the case where religious beliefs require it, or upon receipt of a certificate from a Coroner or registered medical practitioner stating that an immediate burial or interment is necessary.

- d. All graves or interment plots are to be excavated by persons appointed by the officiating Undertakers or persons appointed by them. It is the responsibility of the Funeral Director to ensure that the person excavating the grave or cremated remains plot prepares the ground correctly.
- e. Any person or persons excavating or filling grave or interment plots or carrying out any other work within the cemetery shall use such means as Melbourn Parish Council may direct for the preservation of the grass and pathways during the progress of the works.
- f. Any person(s) carrying out excavation work within the cemetery shall deposit surplus soil in a tidy manner in the area specifically allocated for such material.
- g. With the exception of the work carried out in regulation 6.gf. any person(s) carrying out work within the Cemetery shall, upon completion of the work, remove from the Cemetery all materials not used and/or any waste materials and shall be responsible for the cost of repairing any damaged caused during the execution of those works.
- h. No body shall be buried in a grave in such manner that any part of the coffin is less than 1000mm (3ft 3in) below the level of the ground adjoining the grave except at the discretion of the Clerk to the Council.
- i. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a compact layer of earth not less than 150mm (6in) in thickness.
- j. All coffined burials must take place in coffins of a material and design approved by the Clerk to the Council. Metal caskets, caskets which contain glass or cardboard coffins are permitted at the discretion of the Clerk to the Council.
- k. Coffins manufactured abroad may be accepted for interment at the discretion of the Clerk.
- l. Un-coffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease and it is for a single interment or as a last interment in a multiple grave.
- m. Shrouded bodies will only be accepted for direct to grave burials.
- n. Interment in a grave with the coffin lid removed shall not be permitted.
- o. No coffin or part of a coffin shall be removed from the Cemetery without the prior and express permission of Melbourn Parish Council.

- p. i All coffins and shrouds must be marked with a non-perishable plaque or nameplate or by other means as shall be approved by Melbourn Parish Council, showing the name, age and date of death of the deceased.
- ii In the case of a stillborn child, no age shall be recorded.
- iii Where two bodies are interred in one coffin then both names shall be marked.
- q. No body shall be removed from the Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.
- r. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.
- s. ~~The scattering of ashes will be permitted in New Road Cemetery following written permission from the Clerk to Melbourn Parish Council.~~
- t. Ashes may only be scattered in Orchard Road Cemetery where there is an existing family plot in the Cemetery and upon written permission from the Clerk to Melbourn Parish Council.

8 Scattering of Ashes

- a. All applications to scatter ashes should be completed on the official interment form and be signed by the applicant. Only applications from the next of kin or Executor will be considered.
- b. The cremated remains may be strewn in the space allocated by Melbourn Parish Council as shown in appendix A.
- c. The area of which the cremated remains are strewn is recorded in the council register for further reference. Once scattering has taken place cremated remains cannot be removed, individually located, or marked within the scattering areas. As the cremated remains are scattered and not in a casket or urn, only a general location is recorded.
- d. The ashes should be scattered evenly and covered with light soil shortly after strewing. They will be gently raked in after the conclusion of any Ceremony.
- e. Scattering of ashes must be witnessed by a Funeral Director or a member of Parish Council staff.
- f. No memorials will be permitted where ashes have been scattered. A memorial display may be available in the future – holders of scattering rights will be contacted at such time to enquire if they wish to purchase a memorial plaque.

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Please note: It is a criminal offence to dispose of Cremated Remains within the cemetery without permission.

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8 Memorials (Also refer to: [8-9 Definitions](#))

- a. No headstone, memorial or tablet of any kind shall be allowed in any part of the cemetery without the prior consent of Melbourn Parish Council
- b. The **grave headstone base** may be between 75mm – 100mm (3"-4") thick but must not exceed 915mm (3ft) wide and 460mm (1ft 6in) deep. The total height of the headstone base and headstone together must not to exceed 940mm (3ft 1in) measured from the concrete base. (see also 1j-i)
- c. The **headstone base size for cremated remains** shall be a maximum of : 560mm (1ft 10in) wide x 460mm (1ft 6in) deep and the total height from the concrete base shall not exceed 760mm (2ft 6in). Applications for memorials measuring up to 585mm (1ft 11in) wide will be considered at the discretion of the Clerk.
- d. No vaults, railings, kerbstones or other enclosures shall be permitted.
- e. No headstone, memorial, tablet or photographic representation on any grave shall be allowed unless Exclusive Right of Burial has been granted and it has received the prior approval of Melbourn Parish Council. This must be at least 14 days before installation.
- f. Melbourn Parish Council shall accept no responsibility for making good any damage caused to any headstone or memorial through natural wear and tear, severe weather conditions or any other cause or circumstance over which it has no control.
- g. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed.
- h. At least 14 days prior to the erection of any headstone or tablet for placement on either grave or cremation plot, a drawing with the proposed inscription must be submitted to the Clerk to the Council for the approval of Melbourn Parish Council. The type of material(s) to be used shall be stated together with exact dimensions and other details relevant to its appearance.
- i. Any monument, memorial, tablet, photographic representation, container, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these regulations may be removed by Melbourn Parish Council at any time without prior notice.
- j. All headstones shall be inscribed with the plot row and number to which they relate.

- k. The removal or re-fixing of headstones, headstone bases and any other work connected therewith shall only be carried out with the authority of Melbourn Parish Council.
- l. Any person carrying out such work shall use such means as directed by the Clerk to the Council in order to protect the grass and pathways during the process of the work. No work allowed to be carried out on the roadways, pathways or grassed areas.
- m. All dressing or working of stone or other materials to be used on any plot shall be undertaken outside the Cemetery except where such work cannot be carried out elsewhere.
- n. All persons shall, upon completion of the work, clear away any unused materials and rubbish left on the site of the works to the satisfaction of Melbourn Parish Council and shall be responsible for the cost of repair of any damage done in the process of carrying out the work.
- o. The owner of a headstone, tablet or memorial shall, after erection, be responsible for upkeep, repair and maintenance of it.
- p. No headstone, tablet or memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by Melbourn Parish Council.
- q. No inscription may be cut, alteration made nor work of any kind undertaken to any headstone or memorial within the Cemetery without the prior written permission of the Clerk to the Council from an official request by the owner.
- r. No headstone, tablet or memorial shall be removed from the Cemetery for the purpose of cutting, adding or altering the inscription until written approval from Melbourn Parish Council has been obtained.
- s. The name of the stonemason must be discreetly inscribed in an appropriate place on the memorial, no contact details are permissible.
- t. **Hardwood crosses of timber** obtained from sustainable forest sources may be erected in place of a headstone or tablet. A cross may not exceed 750mm (2ft 6in) in height, 500mm (1ft 8in) in width and 100mm (4in) in thickness. They must be set in a stone or similar material slab anchored to and covering the provided base.
- u. A memorial removed for the purpose of further interment must be removed from the Cemetery. Any memorial left may be disposed of by the Council.
- v. Every grave in respect of which an Exclusive Right of Burial has been granted and any memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the

owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, headstone or memorial for a period of eight weeks.

- w. If the necessary repairs as described in [78.v](#) are not carried out within six months of the date of the Notice, then the memorial may be removed and disposed of by the Council.
- x. No lights or lamps of any description, no ornaments, photos or images (See also: [89](#)), souvenirs, flags, toys or mementos are permitted. Melbourn Parish Council reserve the right to remove any item deemed to be contrary to this regulation without prior notice.
- y. Memorials in the form of donated seats, trees and shrubs will only be permitted at the discretion of the Clerk to the Council. Such permitted items become the responsibility and property of the Parish Council. The Parish Council shall retain the right to determine the location of these items.
- z. Melbourn Parish Council shall remain responsible for Health and Safety within the Cemetery. Regular inspections will be carried out by qualified personnel, any memorial or headstone found to be unsafe shall be made safe temporarily in order to prevent possible injury. Where possible the owner of the memorial deemed unsafe shall be contacted and requested to appoint a qualified person to carry out the repair. Therefore it is important that owners of memorials inform the Clerk to the Council of any change of address.

9 Definitions

Any permitted item other than the headstone must not be positioned as to overlap the size of the base to which the headstone is fastened, i.e. must not overlap onto any grassed area.

Concrete base. Parish Council supplied and installed base for the fastening of memorial or headstone components to.

Headstone base - The horizontal base stone covering the concrete base for fixing the headstone, Memorial or tablet to. No interment is to made beneath the headstone base.

Headstone -The main vertical engraved component fastened to the headstone base

Memorial / tablet.- To be of stone, marble or similar material, bearing a commemorative design or inscription. This is to be securely fastened to the headstone base.

Vases / flower containers - Can be of china, porcelain, pottery or similar non plastic material.

Photographic Representation. - Only ceramic photo plaques of maximum size 125mmx180mm, contained within a metal frame and fixed by metal fastening and adhesive to the headstone or tablet will be permitted following approval of a written submission of the design to the Clerk. No other form of photographic memorial is permitted.

10 **General**

- a. All new and re-opened graves will be inspected at 3, 6 and 12 month after an interment. If ground subsidence has occurred the grave will be topped up by the Council or their authorised representative, at no cost to the Grant holder.
- b. After final settlement and inspection the grave will be either turfed or seeded dependant on the season. (Any items or plantings on the lawned area must be removed prior to this, the Parish Council will issue a request for their removal and proceed to remove any items should this is not done within 2 weeks).

A signed agreement of acceptance of these rules and regulations by the owners of the grave or interment plot must be submitted to the Clerk to Melbourn Parish Council or the officiating funeral director before the event can be authorised.

By Order of the Clerk to Melbourn Parish Council
Tel: 01763 263303 option 3 for Parish Office

I confirm that I accept the Rules & Regulations relating to New Road Cemetery as set out above

[please sign and print your name]

DATED

Appendix A





🏠 **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

FORM 5

Notice of Interment

This Notice, fully completed must be received by the Council at least **3 working days** in advance of the interment by either email or post.

If this is not received within **2 working days** of the interment, a **£50** late notice charge will be incurred.

It is the responsibility of the Undertaker to ensure that all the required details are correct and the form is signed. The Council will not accept any responsibility for loss or delay of any notice. Any alteration in arrangements will be subject to consent from the Council.

The date and time of an intended interment should be confirmed as available with the Clerk before it is confirmed with the family.

All funerals will be at the time arranged. All unexpected delays of more than 15 minutes must be reported to the Parish Council.

All interments will be invoiced by Melbourn Parish Council. Please note all interment fees for persons not resident in the Parish of Melbourn will be charged at **up to eight times** (in accordance with our burial charges).

The Parish Council office opening hours are as stated below. Saturday burials are available prior to 12 noon.

Applications for Mondays should be received by the Clerk by the previous Wednesday.

The removal of memorials must be carried out at least 48 hours before the burial can take place.

No burial can take place without the appropriate certificate of disposal issued by the Registrar being presented at the time of the interment.

The particulars must be completed in **BLOCK CAPITALS** and in ink and be fully and accurately stated.

I hereby give notice that a grave / cremated remains plot is required at Orchard Road / New Road Cemetery and the details are as follows:

Full name of deceased			
Occupation			
Age		Date of death	
Residence of deceased			
Place of death			
Is it a coffin, casket for, cremated remains or scattering of ashes?			
Dimension of coffin or casket (in inches)	Length	Width	Depth
Dimension of ashes casket (in inches)	Length	Width	Depth
Grave type:	New, single, double or re-open (delete as appropriate)	Cremated remains:	New, re-open or scattering of ashes (delete as appropriate)
Depth of Grave: (single – 5ft, double – 7ft)			
Date and time of funeral		Religious denomination	
Name of officiating Minister		Service to be held at	
Grave number: To be completed by the Parish Clerk		Was deceased a resident of Melbourn?	Yes/No
If a resident of Melbourn, please state Please see notes*	From:	To:	
Attendees:	None	Family	Minister

Please complete Section A (new grave/new ashes) or Section B (re-opening/re-open ashes)

Section A: New grave only

I would like to purchase the Exclusive Rights of burial:

Full name _____ Title _____

Home address _____

_____ Post Code _____

Email _____ Tel number _____

Relationship to the deceased _____

Signature _____

Print name _____

Section B: Previously purchased to be opened

To be completed by the grave grant owner or their next of kin where the deceased is the grave owner

Please open grave number _____ at _____

For the interment of _____

I am the registered owner of the grave/next of kin/executor of the owner [delete]

If none of the above, please state your relationship to the deceased grave owner _____

Full name _____ Title _____

Home address _____

_____ Post Code _____

_____ Email _____ Tel number _____

Signature _____

Print name _____

NB: Melbourn Parish Council can only authorise the opening of a purchased grave with the permission of the owner or to inter the owner. In all other cases ownership must be transferred to someone who can legally prove that they are entitled to receive these ownership rights. Whilst the Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.

Details of Funeral Director / Arranger:

Name _____

Address _____

Telephone number _____ Date _____

Signature _____

[This form must be delivered to the Clerk at the address shown above. All alterations must be confirmed in writing]

Abi Williams

From: [REDACTED]@hcrlaw.com>
Sent: 20 April 2026 14:03
To: Abi Williams
Subject: RE: Lease Agreement - costs
Attachments: RE: Advice

Hi Abi,

I refer to your email below and apologise for the delay in responding.

I note that you have prepared a draft Lease and that the Scouts will be legally represented. I would still anticipate fees to be in the region of £1,500 (as per the attached email) to:

- review the draft Lease;
- make recommendations that the Parish Council may wish to consider incorporating in the draft Lease;
- liaise with the Scouts solicitors ; and
- attend to completion.

If this is acceptable, I will open a file.

Kind regards

[REDACTED]
Senior Legal Advisor
Real Estate Team

For and on behalf of HCR Legal LLP

[REDACTED]
HCR Legal LLP, Lancaster House
Nunn Mills Road, Northampton, Northamptonshire NN1 5GE, United Kingdom

Service of Documents: HCR Legal LLP does not accept service of documents or proceedings by email unless consent has been given.

Birmingham | Cambridge | Cardiff | Central England | Cheltenham | Hereford | Leamington Spa | London | Norwich | Shrewsbury | Thames Valley

Our passion for people is at the heart of everything we do, so we work in a way that works for you. We can meet you in person at our offices or provide you with easy access to the legal guidance they need for themselves, their family and their business.

Crime and Fraud Alert: Please be aware that we do not send notification of changes to our bank details by email. Fraudsters have been known to tricked into forwarding money to them. If you receive an email that appears to come from us providing different bank details to the our Finance Director, Adam Collett, immediately on 01905 744879 and alert the lawyer dealing with your matter. Do not reply to them if you transfer money into an incorrect account.



From: Abi Williams <parishclerk@melbournparishcouncil.gov.uk>
Sent: 02 April 2026 16:11

To: [REDACTED]@hcrlaw.com>
Subject: Lease Agreement - costs

[EXTERNAL EMAIL]

Good afternoon [REDACTED]

A while back I asked about the creation of a lease to cover the local Scout unit building a structure on Parish owned land – at the time we hit a hurdle while waiting for the Church Commissioners to approve the plan due to a restrictive covenant on the land.

We have since resolved the restrictive covenant and received the approved plans as attached.

I attach a draft of the lease agreement – would you be able to share costs for acting on our behalf and with the Scouts solicitors on agreeing the lease.

Kind regards

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 | melbournparishcouncil.gov.uk

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

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

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

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LEASE AGREEMENT

THIS AGREEMENT

is made on [date]

BETWEEN:

1. **Melbourn Parish Council, of 30 High Street, Melbourn, South Cambs, SG8 6DZ** ("the Landlord"); and
2. **1st Orwell Scouts, Royston, Hertfordshire** ("the Tenant").

1. BACKGROUND

- 1.1 The Landlord 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 Tenant wishes to erect a storage facility ("the Unit") on part of the Land and use it for Scouting purposes.
- 1.3 The Landlord has agreed to grant a lease of the Land and the erection of the Unit upon the terms of this Agreement.

2. GRANT OF LEASE

- 2.1 The Landlord hereby leases to the Tenant the area shown hatched blue on the plan at Schedule 1 ("the Leased Area") together with the right to erect and maintain the Unit for the Term and Rent set out in this Agreement.
- 2.2 The Tenant may terminate this lease at any time by giving not less than three months notice to the Landlord.

3. TERM

- 3.1 The lease shall commence on **[start date]** and continue for a period of 50 years, unless terminated in accordance with this Agreement.
- 3.2 At such time as the 50 years has passed from the commencement date the Landlord shall give good faith consideration to any request by the Tenant to extend the lease.
- 3.3 If the lease is terminated or expires, the Landlord shall assume ownership of the Unit in accordance with clause 12.3.

4. RENT

- 4.1 The Tenant shall pay to the Landlord a rent of one peppercorn per year (if demanded).

LEASE AGREEMENT

5. PERMITTED USE

- 5.1 The Unit shall be used solely for Scouting purposes operated by or on behalf of 1st 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.
- 5.2 The Unit shall not be used:
- for residential purposes;
 - for commercial activities or private events unrelated to Scouting;
 - for any activity causing nuisance, danger, or unreasonable disturbance to adjoining land or residents;
 - for any unlawful purpose.

6. CONSTRUCTION OF THE UNIT

- 6.1 The Tenant may erect a single Unit on the Leased Area subject to:
- a maximum size of 15.6m x 6.6m, eaves at 3.5m and ridge at 4.4m;
 - the design, materials, colour, and siting being approved by the relevant Planning Authority prior to construction;
 - compliance with all planning permissions, building regulations, and statutory requirements.
- 6.2 The Tenant shall be responsible for all costs associated with the construction of the Unit.
- 6.3 The Unit shall remain the property of the Tenant during the lease, unless otherwise agreed in writing or at such time as the lease is terminated.

7. MAINTENANCE AND REPAIR

- 7.1 The Tenant shall:
- keep the Unit in good and safe condition;
 - keep the Leased Area clean and tidy;
 - promptly repair any damage caused to the Land.
- 7.2 The Landlord shall have no responsibility for repair or maintenance of the Unit.

LEASE AGREEMENT

8. INSURANCE AND LIABILITY

- 8.1 The Tenant shall maintain throughout the term of this lease:
- public liability insurance with an acceptable minimum cover (currently £10 million per claim); and
 - any other insurance required or recommended by The Scout Association.
- 8.2 Evidence of insurance shall be provided to the Landlord on request.
- 8.3 The Tenant uses the Land and the Unit entirely at its own risk.
- 8.4 The Tenant shall indemnify and keep indemnified the Landlord against all claims, losses, or liabilities arising from the use of the Land or Unit by the Tenant, its members, leaders, or visitors.

9. ALTERATIONS

- 9.1 The Tenant shall be permitted to make any alterations to the internal structure of the Unit that do not require further planning permission from the relevant authority.
- 9.2 The Tenant is not permitted to extend or materially modify the exterior of the Unit without prior written consent of the Landlord and relevant planning permission.

10. ASSIGNMENT AND SHARING

- 10.1 This lease is personal to the Tenant and may not be assigned or transferred without the Landlord's written consent.
- 10.2 The Tenant 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 5 and remains under the Tenant's control.

11. ACCESS

- 11.1 The Landlord reserves the right to access the Leased Area on reasonable notice for inspection or maintenance of the Land.
- 11.2 The Tenant is afforded a right to access the adjoining land shown bordered in red on the plan at Schedule 1 for access to the Unit.
- 11.3 With consultation and agreement with the Landlord the Tenant is afforded a right to access for the installation, maintenance and use of services such as electricity, water and sewage in the Unit subject to any necessary statutory consents or constraints.

12. TERMINATION

LEASE AGREEMENT

- 12.1 The Tenant may terminate this lease at any time pursuant to its Tenant break right by giving written notice to the Landlord in accordance with clause 2.2.
- 12.2 The Landlord may terminate the lease only in the event of a material breach or misuse, after giving 3 months written notice to remedy the breach.
- 12.3 On termination or expiry, ownership of the Unit automatically transfers to the Landlord without payment, and the Landlord accepts it "as seen".

13. GOVERNING LAW

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

14. EXECUTION

Signed for and on behalf of the Landlord:

Signature: _____

Name: _____

Position: _____

Date: _____

Signed for and on behalf of the Tenant:

Signature: _____

Name: _____

Position: _____

Date: _____

LEASE AGREEMENT

SCHEDULE 1 – PLAN

(Plan showing the Land edged red and the leased area hatched blue)



Craft group



CS4D Open Day



Wellbeing Walkers pay tribute at Covid memorial tree



Melbourn Community & Timebank Report: March '26

March activities

1	Chair based Yoga session at Coffee morning
1	Slow Cooker event at The Pavilion utilizing LIFT – 44 Slow cookers distributed (some with fresh ingredients) including 4 to Meldreth Food bank
1	Memorial Coffee morning & Afternoon Tea raised £320 for Arthur Rank Hospice
1	Games Night 23 rd 8 attendees
1	Social Prescriber visit to Cozy Corner,
2	Acre Village Agent visits to Cozy Corner
1	MACS Easter Craft & Plant sales at The Hub on 28th with Easter Chocolate Hamper Raffle – raised so far £340
8/9	MACS Cozy Corner/Food Bank sessions
1	Referral for Cambridge Aid Grant
1	Visit to Duxford Community Hub at Café 19 on 26th
4	🧘 Yoga sessions at Elin Way

Weekly activities

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

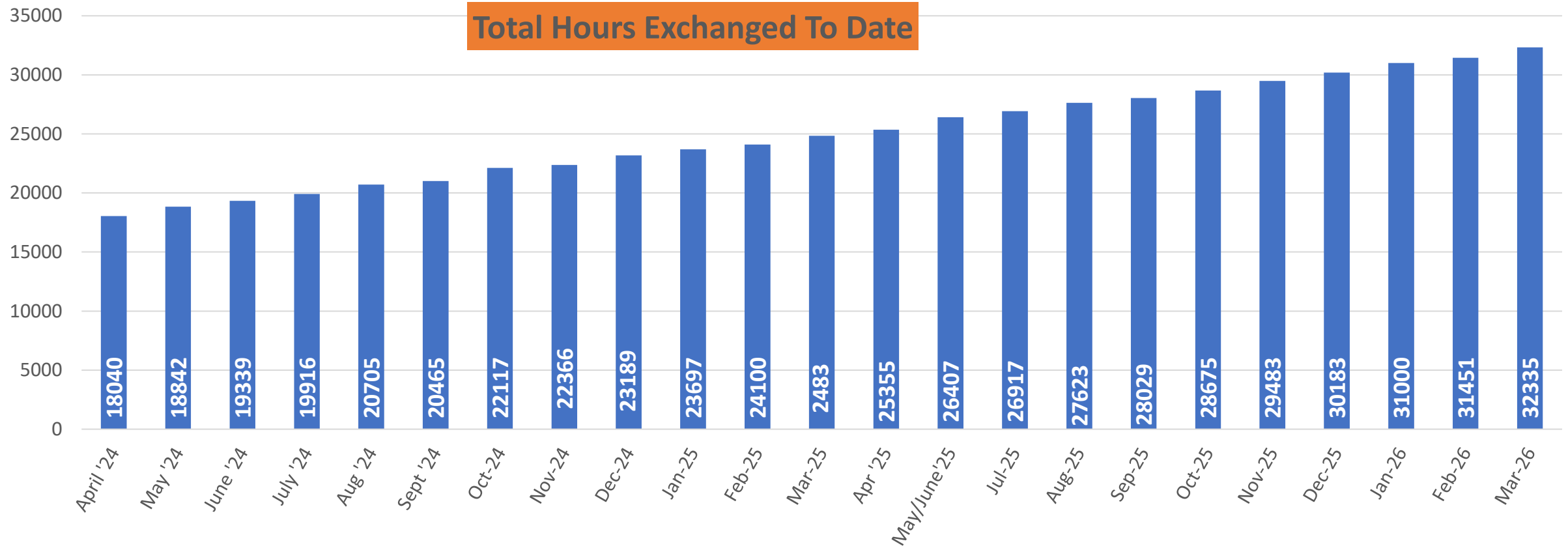
Membership growth data: to 27/03/26

	February	March	Conversion	Pipeline
Individual Members	176	176	-	2
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
1500	550	7737

Total Hours Exchanged To Date



AOB/Forthcoming Events

Meeting with Andrea Cowley re Generation Game Project Tuesday 14th April

Aquathon 26th April to raise funds for **MACS** and Home-Start 🏊‍♂️



Cambridgeshire Community Hubs Network

Activity reporting form for March 2026

Your details

Community Hub name:	Melbourn Cozy Corner
Your name:	Stephanie Trayhurn
Date this form is being submitted:	Monday 30 th March '26

About your Hub's activities

What activities have you (or other individuals/organisations) provided at your Hub?
Slow Cooker event – 45 Cookers distributed Fundraising Afternoon Tea for Arthur Rank in memory of one of our visitors and Volunteer daughter Crafts group make items to sell to raise funds for MACS and items for Care Homes Board Games, Kurling, Table Tennis, Indoor Bowls Lunch Raffle for Easter Chocolate Hamper

If you are amending your Hub's opening days/times over the Easter period. Please let us know here.
We will not be open on Easter Monday 6 th April

Your Hub's operating dates and times during March 2026

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Mon 2 nd Lunch (16)	12.00	3.00	14	5
Thursday 5 th	12.00	3.00	31	6
Mon 9 th Lunch (15)	12.00	3.00	17	4



Cambridgeshire Community Hubs Network

Date	Session start time	Session finish time	Estimated number of attendees at this session	Number of volunteers who supported this session
Thursday 12th	12.00	3.00	11	5
Mon 16 th Lunch (14)	12.00	3.00	14	5
Thursday 19th	12.00	3.00	21	6
Monday 23 rd Lunch (16)	12.00	3.00	11	6
Thursday 26th	HEARING HELP			
Monday 30 th Lunch (18)	12.00	3.00	18	4

Submitting your form

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

Expenses Claim Form

Page ____ of ____

Please ensure you are authorised to incur the specific expenses before making any claim

Name: Stephanie Traykum

Ad

Mileage Claims to be claimed at the appropriate rate in line with current HMRC guidance

Date	To	From	Purpose of Visit	Total Miles
25/03/26	Duxford	Home	Meeting	7.8
	Home	Duxford	Meeting	7.8
Total Miles				15.6
Rate per Mile £				45p
TOTAL of MILEAGE claimed on this sheet £				7.02p

Other Expenses

Date	Description	Amount (£)
25/03/26	Breakfast meeting at the Hub	£47.50
10/04/26	meeting at the Hub	£3.35
14/04/26	" " "	£4.70
20/04/26	meeting at the Hub	£3.35
TOTAL of OTHER EXPENSES claimed on this sheet £		£47.50

TOTAL EXPENSES CLAIMED ON THIS SHEET £ £65.92

Please ensure you provide and attach receipts for all expenses other than mileage

Signature of Claimant: Date:

Authorised by: AMM Date: 21/4/26

NOTE: Continue on a second numbered sheet if necessary

Youth Services

There have been 8 sessions run this term, and we have seen 79 young people.

Age	11	12	13	14	15	16	17	18+
Number Female		3	5	17	7	6		
Number Male		2		18	14	6	1	

Week Commencing	Number	Notes
05 Jan	15	Very cold and wet so stayed on bus more. Enjoyed games consoles, doing the quiz and chatting. Conversations about young person who had been drunk before Christmas who was not allowed to come tonight because serious issue with his drinking, also about school, Christmas and reminder about not using inappropriate language. YP with additional needs seemed to be enjoying session but then had falling out with parent and staff supported both in trying to alleviate tensions.
12 Jan	26	A busy evening with lots of drama between different groups needing to be monitored. But enjoyed biscuit decorating, listening to music and computers games. Conversations about relationships (some upset about being rejected), drinking alcohol at weekends (obtained from 15 year old in Cambridge!), inappropriate comments to each other, not having eaten because of broken oven.
19 Jan	23	Busy session with cheesy nachos and dips on offer! Lots of chats about the weekend (YP down rec drinking), trying to get drunk. One-to-one conversations about CAMHS assessment with potential diagnosis, bad relationship experience (possible safeguarding follow-up being reviewed).
26 Jan		cancelled, no driver
02 Feb		cancelled, no driver
09 Feb	26	busy session with wet weather. Enjoyed having waffles and using the usual equipment. Conversations about mock exams, relationships, food. One-to-one follow-up on relationship issue, no one in danger of harm. Also about psychosis diagnosis being downgraded to bad anxiety.
16 Feb		Half-term
23 Feb	42	busy session with a few new rowdier ones, had to monitor some behaviour but used all the usual activities and equipment. Some important one-to-ones tonight, follow-up on possible safeguarding concern regarding previous relationship (additional information given by YP meant referral to police) and concern over use of self-harm require contact with parent. Also another conversation about being bullied at school that will be followed up next time.
02 Mar	15	bus not operational last minute so staff visited and spoke to young people that arrived to explain. Good conversations about surprise that bus wasn't working, getting safely home, follow-up on issues from last week, spam texts, mock exam results and future plans.
09 Mar	45	a busy session with lots of conversations about school, relationships, mock results, vaping, piercings, activities with explorers, being controlling. One-to-one about referral regarding abuse (happy that police now aware but concerned about what might happen).
16 Mar	35	Nachos were thoroughly enjoyed! Bit of squabbling with larger group outside (staff attended and helped disperse). Most of time taken with this and then some one-to-ones about being mistreated by boys and situations have been

		reported to police. Also visit from CCC Youth Team surveying young people about activities for them in the area.
23 Mar	32	busy rowdy session with some issues around litter. Had to spend most of session helping to resolve relationships and friendship issues. Also conversations about appropriate language, respect for others, avoiding gossip.

PC223 2526b) Connections @ the fete

On Saturday 13 June 2026 Melbourn Parish Council have a stall at Melbourn Fete.

This year we propose that we add a focus on the youth and what we can be doing to support them.

Along with the usual Melbourn History books and information about what the Parish Council get up to we would like to invite the Cambridgeshire County Council Communities (Youth) team to join us on the stall.

The Communities Team are working with Melbourn to help create a method of works that will allow Parish Councils and providers to work together to ensure they are reaching the right audiences and pointing the right providers to the right areas. As we are currently in the research phase of this project it may be possible for the team to join us at the fete and reach out to the young people of the area for their thoughts.

If the team are unable to attend, we could have a survey or 'thoughts wall' to gather some information.



Connections at Melbourn Fete

As an addition to the stall we would like to propose that we invite Connections Bus to attend.

Access depending they could bring the double decker Connections Bus or the Connections van – both would include outdoor activities such as table tennis, table football, Nintendo Switch, tuckshop and tabletop games.

Bringing the van / bus to the event would introduce more children to the offering and highlight the provision made by Melbourn Parish Council.

Costs:

Van	£550
Bus	£600

Proposal: To approve youth focus for the Melbourn Parish Council fete stand with costs of up to **£750** for Connections attendance and materials for 'thought wall' to be taken from Community Events budget line (£2,786.00 2026/27).

NON-FINANCIAL RISK MANAGEMENT

Risk	Public Open Spaces: Play Parks
Degree of risk	High <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
Persons Involved	Suitably qualified inspectorate – carries out inspections and undertakes repairs/replacement of equipment as necessary The Clerk liaises with the Parish Maintenance Committee. Oversees work carried out by Wardens and appoints contractor for any other work The Wardens carry out work not completed by contractor.
Control Measures	<ul style="list-style-type: none"> • All Play Parks are inspected annually by a qualified inspectorate usually in April. A report is prepared for the Parish Council and considered by the Maintenance Committee at its next meeting. • If faults pose a H&S risk, immediate action is taken following consultation with the Chair of the Maintenance Committee. • The Maintenance Committee (recorded in its minutes) identifies which tasks are to be carried out by a suitably qualified contractor or by the Wardens and passes the list to the Clerk for action. • Completed actions are recorded on the Maintenance Committee’s on-going job spreadsheet and also in the minutes. • The Maintenance Committee minutes are published on the Council’s website. • Play areas are inspected on a weekly basis by the Wardens to check for damage/vandalism. There is a written checklist. Inspection outcome recorded with information on date, time, person and outcome. The Wardens’ inspection sheets are noted at the monthly Maintenance Committee meeting. The sheets are then filed in Parish Office.

MELBOURN PARISH COUNCIL

Doc. No.: 8.02

Version: 2

Date approved: ~~28 April 2025~~ 22 April 2026

Review date: April ~~2026~~ 2027

Reviewed by	Maintenance Committee : 17 April 2025 <u>15 April 2026</u> Full Council : 28 April 2025 <u>22 April 2026</u>
Actions/comments	

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

NON-FINANCIAL RISK MANAGEMENT

Risk	Cemeteries
<p>Degree of risk</p>	<p>Medium: All Saints Churchyard, New Road Cemetery</p> <p>Low: Orchard Road Cemetery</p> <p>Low: New Road Cemetery</p> <p><i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment.</i></p>
<p>Persons Involved</p>	<p>Cllr with special interest in Cemeteries carries out occasional inspections.</p> <p>Wardens – carry out fortnightly inspections for medium risk cemeteries and monthly for low risk. They carry out routine maintenance.</p> <p>The Clerk is the Burials Officer.</p>
<p>Control Measures</p>	<ul style="list-style-type: none"> • Outcome of cemetery checks are reported in writing to the Clerk and filed. • If faults pose a H&S risk, immediate action is taken following consultation with the Chair of the Maintenance Committee. • Other work is forwarded to the Maintenance Committee to be prioritised and recorded in the minutes. • Completed work is recorded in the Maintenance Committee minutes and the minutes are published on the Council's website. • The closed graveyard is inspected by the churchwardens and reported to the Clerk. They are dealt with as for other cemetery issues. • Burial records are held by the Clerk and Deputy Clerk <u>Assistant</u> who deal with the Funeral Directors. • Burial records have either been archived or are kept in a fireproof safe. • The Clerk and Deputy Clerk <u>Assistant</u> are responsible for ensuring that the correct paperwork is completed and that an accurate record is kept of individuals' graves. The Clerk and Deputy Clerk <u>Assistant</u> have will attended Cemetery Management training through the

MELBOURN PARISH COUNCIL

Doc. No.: 8.03

Version: 2

Date approved: ~~28 April 2025~~ 22 April 2026

Review date: ~~April 2026~~ April 2027

	Institute of Cemetery and Crematorium Management. The Parish Council is a member of the ICCM and is able to seek advice when required.
Reviewed by	Maintenance Committee : 17 April 2025 <u>15 April 2026</u> Full Council : 28 April 2025 <u>22 April 2026</u>
Actions/comments	Memorials safety training to be completed by Warden. <u>ICCM training to be completed by Assistant.</u>

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Risk Assessment for use of MVAS units (Parish Council Staff, Contractors and Councillors)

RISK ASSESSMENT MATRIX

Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)

(A) Hazard Severity Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

(B) Likelihood of occurrence (probability) Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

Judgement of Risk Factors

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

Activity: Rotation of MVAS (Mobile Speed Control) units by village Wardens and contractors					Name of assessor: Abigail Williams
Site location: Various - Melbourn Village					Date of assessment: April 2025 <u>April 2026</u>
Description of hazard	Severity of hazard (A), score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
Wardens and contractors should always assess the area before carrying out work on the roadside.					

Wardens and contractors should wear high viz at all times when working on the roadside.
Wardens and contractors must not work alone when moving the MVAS unit or changing the batteries.
Wardens and contractors must assess the area before working at height to ensure that the ladder/platform is on a flat, stable surface.
Working at height must ALWAYS be carried out in pairs so that one person can remain on ground level to assess any risk from traffic and also to ensure stability of the ladder/platform.
Wardens and contractors should inform the parish office that they will be moving or monitoring the MVAS units in advance.
Wardens and contractors must have a phone with them at all times when carrying out their daily duties.
Staff or Councillors downloading data from the MVAS unit must ensure they assess risk before working on the roadside.

Working on the roadside – Moving traffic injuries	3	2	6	The pre-designated lamp posts are located on the public highway. It is essential that care is taken to ensure individuals are not at risk of falling into the road or being hit by vehicles when working close to the highway.	<p>Wardens and contractors must ensure they have enough room on the roadside to work safely. If necessary, cones should be put in place to provide additional working area.</p> <p>The Wardens and contractors should ensure that the ladder/platform is placed on the verge or footpath at a safe distance from the road. The ladder/platform should be placed on a flat surface to avoid instability.</p> <p>One warden should always remain on the ground to ensure the ladder/platform is stable and that the warden working at height is not at risk. Ground-based warden or contractor to be vigilant to traffic hazards</p> <p>Wardens and contractors MUST wear high viz clothing at all times when working on the roadside.</p>
Heavy lifting	2	2	4	Ensure the batteries are removed from the MVAS unit before lifting. Ensure the ladder/platform is stable before attempting to move the MVAS unit.	<p>Wardens and contractors to work in pairs to ensure that the ladder/platform is stable when the MVAS unit is moved. The unit without the batteries is relatively light but should be lifted with care keeping back straight and using legs.</p> <p>Particular care should be taken when lifting the unit to fix or remove it from lamp post brackets.</p>
Routine maintenance and changing batteries	2	2	4	The rechargeable batteries should be checked at least weekly. When the batteries need recharging, they should be removed and replaced with	<p>Wardens and contractors should assess the area before carrying out work on the road side. If necessary cones should be placed to provide additional working area.</p> <p>Wardens and contractors should ensure they work in pairs</p>

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Doc. No.: 8.04

Version: 1

Date approved: ~~28 April 2025~~ 22 April 2026

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				the spare batteries.	<p>as the batteries will need to be removed using a ladder/platform.</p> <p>The batteries should be removed by one warden whilst the other remains on the ground to ensure stability of the ladder/platform.</p> <p>The batteries should be transported to the workshop for recharging. The batteries MUST be removed before the unit is moved to the next location.</p>
Downloading data from the MVAS unit (Parish Council Staff / Councillors / volunteers)	2	2	4	Data is downloaded from the MVAS unit via Bluetooth or wired connection to a laptop.	<p>If there is a need to physically connect the unit, this should be carried out using the safety ladder.</p> <p>The Wardens, contractors and office staff should ensure that the ladder/platform is place on the verge or footpath at a safe distance from the road. The ladder/platform should be placed on a flat surface to avoid instability.</p> <p>One warden should always remain on the ground to ensure the ladder/platform is stable and that the person downloading the data is not at risk. Ground-based warden or contractor to be vigilant to traffic hazards</p> <p>Wardens and contractors MUST wear high viz clothing at all times when working on the roadside.</p>

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Review every 12 months

NON-FINANCIAL RISK MANAGEMENT

Risk	Allotments
Degree of risk	Medium <i>See Parish Estate – Safety Inspections Policy for rationale of risk assignment</i>
Persons Involved	<p>The Clerk and Deputy Clerk <u>and Allotment Association Representative.</u></p> <p>The St George's Allotment Association reports issues to the Clerk or the Maintenance Committee.</p> <p>Individual plot holders report issues to the Allotment Association or Office</p> <p>The Wardens – carry out a fortnightly inspection.</p> <p>Routine maintenance is carried out by the Wardens and contractors engaged for other work.</p>
Control Measures	<ul style="list-style-type: none"> • An inspection should be carried out at least annually by 1 Councillor from the Maintenance Committee. A member of the Allotment Association will be invited to attend the inspection. A report of the inspection will be recorded in a file. • The Parish Council is responsible for the site as a whole, and un-rented plots. Individual plot holders are responsible for their own plots and the PC checks that they have insurance. • Issues reported by the plot holders or Association are passed on via the Office to the Maintenance Committee to be recorded in those minutes and the jobs list. • <u>Completed jobs are listed in the Maintenance Committee minutes and these are published on the Council website.</u> • <u>Maintenance and ownership of any buildings on the site to be covered by separate lease agreement.</u>
Reviewed by	Maintenance Committee : 17 April 2025 <u>15 April 2026</u> Full Council : 28 April 2025 <u>22 April 2026</u>

Actions/comments	<ul style="list-style-type: none">• <u>Regular inspections are being carried out in conjunction with the Allotment Association to ensure plots are worked.</u>• <u>Councillor to be invited to complete annual check.</u>• <u>Lease agreement to be drawn up and agreed for any additional buildings added to sites.</u>
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Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Litter Picking in Melbourn - Risk Assessment (Parish Council Staff and Service Providers)

RISK ASSESSMENT MATRIX

Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)

(A) Hazard Severity Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

(B) Likelihood of occurrence (probability) Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

Judgement of Risk Factors

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

MELBOURN PARISH COUNCIL

Doc. No.: 8.09
 Version: 2
 Date approved: ~~28 April 2025~~ April 2026
 Review date: April 2026/2027

NB – the matrix does not need to be completed afresh for each event, as the task profiles are similar for every worker or work party

Activity: Litter Picking by Parish Council Staff and/or Service Provider Site location: Melbourn Village					Name of assessor: Abigail Williams Date of assessment:
Description of hazard	Severity of hazard (A), score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
Use of eBike and trailer – injury associated with using the eBike on the highway (other traffic) or falling from the bike	3	1	3	Ensure Service Provider is competent, willing and able to use the eBike. Service Provider to be responsible for using protective equipment (helmet) at all times when using the eBike. Ensure the bike is in good order and condition. PC to be responsible for rectifying any defects immediately. Ensure Service Provider wears hi-viz when using the eBike on the highway. <u>eBike not currently being used.</u>	If the Service Provider reports any defects with the eBike, the Parish Council will rectify such defects at its expense. The eBike will NOT be used until any defects have been rectified. The Service Provider is responsible for ensuring that they have appropriate safety equipment, to include a helmet and hi-viz, which must be used at all times. The Service Provider will confirm that they are capable and willing to use the eBike. If they do not feel comfortable using the equipment, they must notify the parish office without delay. The Service Provider understands that they are responsible for safe and responsible use of the eBike and other equipment when working on behalf of the Parish Council.
Contamination/back strain from collecting general litter (paper/plastic/unbroken glass/cardboard etc.)	1	1	1	Ensure staff and/or Service Provider use hand-operated litter pick tools to collect general litter and use gloves	Avoid constant bending and possible back strain by using the litter pick tools. Equipment is available from the Parish Office.
Strain from carrying heavy bags of collected litter.	1	1	1	Ensure bags are not overloaded and lift using legs not back. Village warden's van can be used for roadside collection. Alternatively, the Parish Office can request collection by SCDC refuse operatives.	Individuals to take care not to attempt to carry very heavy bags, for example to the Village Warden's vehicle Report any large items to the office for collection.

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MELBOURN PARISH COUNCIL

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Impact from passing motor traffic and bicycles	4	1	4	High-visibility clothing must be worn when working at roadside locations. Hi viz vests are available from the Parish Office.	Make sure working locations have sufficient off-road working space for safe operation.
Tripping/twisting due to uneven ground	1	2	2	Be aware of potentially unseen obstacles and depressions in pavements and verges.	Staff and/or Service Provider to report significant obstacles and avoid especially difficult to access areas
Eye level twigs and branches	1	2	2	Staff and/or Service Provider to exercise caution when working near shrubs and trees.	<u>Protective eyewear to be provided if required.</u>
Sharp objects such as metal lids and glass	1	2	2	Exercise caution and avoid kneeling while working. Separate glass and metal from other litter and collect in buckets not black bags.	Use litter pick-up tools wherever possible
Needles and syringes	4	2	8	Exercise caution when picking up or touching needles or syringes. Gloves are available from the Parish Office.	Ensure that appropriate gloves are worn to prevent injury from sharps. Ensure that sharps are appropriately disposed of (sharps box).
Unattended tools	1	2	2	Ensure that tools are not left unattended at any time.	
Exposure to cold weather	2	2	4	Be aware of bad weather (cold, icy, wet conditions particularly)	Ensure appropriate clothing for the weather. <u>No expectation of work to be carried out during adverse weather.</u>
Weil's diseases	1	1	1	Advise all of symptoms of Weil's disease and action to be taken.	Cover cuts with waterproof plasters. Have clean water available for washing cuts. Have clean water available for washing hands prior to eating or touching eyes. Wet wipe tissues should also be available. Advise Parish Clerk of concern of contamination.
Disposal of collected litter and waste	2	1	2	Ensure consolidated litter is stacked safely and on a site with reasonable protection from children and public. Make prompt arrangements for central collection and disposal.	Arrange with Parish Clerk for collection by SCDC or other appropriate authority.

MELBOURN PARISH COUNCIL

Doc. No.: 8.09
Version: 2
Date approved: ~~28 April 2025~~ April 2026
Review date: April ~~2026~~ 2027

Contamination from dog fouling and subsequent problems such as eye damage	2	1	2	Exercise caution and avoid coming into contact with dog waste.	Ensure appropriate hand protection is worn
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Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ April 2026

Review every 12 months

Risk Assessment : Melbourn Pavilion and sports pitches

Emergency contact

The Parish Office is usually open during the week and the Clerk or Deputy Clerk can be contacted by post, phone or by email. Users of the pavilion will be provided with an emergency contact number when making the booking.

Access to / from building – Low risk

Doorways are clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility. Keys are provided to all gates to the area on hiring. Key holder agreements are in place for long term hirers.

Electricity - Low risk

The electrical installation is inspected on a regular basis in accordance with the regulations and licensing requirements. User groups and casual hirers are responsible for their own equipment.

Fire - Low

The Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided. Fire action notices are displayed in several locations in the building. An emergency action plan document has been given to all user groups and occasional hirers. Users should have their own emergency evacuation protocol.

First Aid Provision - Low

An appropriate first aid kit is located in the kitchen, together with an accident reporting bookscheme. All incidences together with a copy of the accident report should be reported to the Parish Office. Signs are displayed in the hall to indicate where the first aid kit is located, together with numbers for the local doctors' surgery and the nearest accident and emergency hospital.

Please note: Defibrillators in the vicinity are located at:

- Exterior Wall of Pavilion building, SG8 6ED
- All Saints Community Hall, SG8 6DZ
- Melbourn Community Hub, 30 High Street, Melbourn, SG8 6DZ

Food Hygiene - Low

The premises include a kitchen for use by the hirers. Users are responsible for ensuring that food is prepared safely and hygienically. The kitchen should be left in a clean and tidy condition.

Ground Source Heat Pump - Low

The ground source heat pump is serviced regularly. Any problems with the heating in the Pavilion should be reported to the Parish Office promptly.

Hazardous Substances (CoSHH) - Low

All cleaning materials are stored in a cupboard. Normal use of the cleaning materials is solely by Parish Council staff or service providers.

Heights - Low

All decoration in the Pavilion for events is undertaken by user groups who abide by their safe methods of working.

Legionella – Low

Under the Health and Safety at Work Act 1974 and in compliance with the Approved Code of Practice (ACoP L8, HSG 274), the Parish Council will arrange for a registered company to carry out annual Legionella testing at the Pavilion. A record of the testing will be kept by the parish office and will be available for inspection on demand.

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Lone Working - Low

Parish staff and representatives are the only people who regularly work on their own in the Pavilion and are covered by the Parish Council's Lone Working Policy (a copy of which is available from the Parish Office).

Manual Handling; - Low

Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are not permitted to store equipment at the Pavilion without prior consent of the Parish Council.

Noise pollution - Low

Users for discos or parties are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises Terms and Conditions which are available from the Parish Office.

Normal Pavilion Activities - Low

The pavilion is well maintained for the varied activities which take place. All users are expected to use the facilities responsibly and report any problems or damage to the Parish Office. Any issues are dealt with promptly. 'Caution – Hot Water' signs are displayed in the kitchen to warn of scalding hazards.

Slipping, Tripping, Falling - Low

The Pavilion is well maintained, cleaned and has adequate lighting and signs.

Changing rooms - Low

The changing rooms are available for users including football clubs for changing and showering after matches. Care should be taken on wet floors in the shower area. The changing rooms should be left in a reasonable condition after use.

Playing Field - Low

Football clubs using the playing fields must ensure that they do so in accordance with their club and league rules. It is the responsibility of sports teams to undertake an inspection of the pitch prior to play. In the event of injury, a full report should be made in writing to the parish office at the earliest opportunity. It is the responsibility of sports teams to ensure any required pitch repairs and cleaning of dog fouling are properly carried out before commencing use.

The field and surrounding area is frequently used by dog walkers who are encouraged to remove any dog faeces. There are appropriate bins and signs provided. The area is checked on a regular basis by the ~~Village~~ Wardens and any issues are reported and actioned promptly.

These areas are open to the natural elements and wildlife and users should be aware of the effects of poor weather and uneven surfaces (including wildlife habitats). Again, the areas are regularly checked by the Wardens and users should be aware of possible wet and uneven surfaces.

Transport (vehicles) - Medium

The gate between Little Hands car park and the playing fields will be opened when the Pavilion is in use for **emergency access**. Vehicles **must not** be parked so as to block the emergency access gate. Users may only drive vehicles across the field to the Pavilion for the purposes of loading and unloading. Vehicles must be parked in Little Hands car park at all other times. In the event of wet weather, vehicles **must not** be driven across the playing field.

Vandalism - Low

The Pavilion is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is open to the public at all times. Regular checks are made of the area and any issues promptly reported. The main (vehicular) gate is locked every evening.

Weather extremes – Likely to happen / low risk

Day to day maintenance of the Pavilion is the responsibility of the Parish Council. Users are expected to take reasonable care when using the facilities in poor weather conditions. In the event of very wet or icy weather, the Parish Council may cancel football matches in order to avoid injury to users and preserve the playing surfaces. The hall has central heating which copes with normal winter cold spells.

Monitor and re-assess the risks.

All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities.

This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.

MELBOURN PARISH COUNCIL

Doc. No.: 8.11

Version: 4

Date approved: ~~28 April 2025~~ 22 April 2026

Review date: April ~~2026~~ 2027



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~28 April 2025~~ 22 April 2026

The investment strategy for November 2025 is still valid.

Notes:

- FSCS guarantee bank limit has increased to £120,000, only Nationwide is over this limit by £7,952. CCLA sits at above this amount but is not covered by the FSCS Guarantee.
- Additional amount has been transferred to CCLA – bringing our current CCLA investment to £270,547.24.
- Bank of England held the interest rates at 3.75% and the ongoing conflicts across the world are keeping interest rates high.

POLICY AND PROCEDURE: INVESTMENT PLAN 2026-27

2026-27 Investment Plan- (Nov 2025)

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

Funds Available for Investing

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

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

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

Table of Fund investments to consider:

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

MELBOURN PARISH COUNCIL

Doc. No.: 4.32
Version: 1
Date approved: November 2025
Review date: April 2026

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

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

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

Economic Climate

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

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

Review of existing investment performance:

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

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

Investment Options for remainder 2025/26

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

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

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

MPC currently has £305,367 invested.

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

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

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

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

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

Investment Plan Recommended for remainder of 2025/26:

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

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

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

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

For agreement:

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

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

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

Consider the village plan inline with the current spread.

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

Liquidity breakdown of suggested investments:

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

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

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

MELBOURN PARISH COUNCIL

Doc. No.: 4.32
Version: 1
Date approved: November 2025
Review date: April 2026

Document Approval: 

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26th November 2025

Review: 6 months

POLICY: Creation, Revision and Review of Documents

PURPOSE: To provide consistent format and control of documents

SCOPE: All documents related to Melbourn Parish Council business that require regular and formal approval

POLICY:

1. Numbering and Format

- 1.1 Each Policy, Procedure or other document type will be assigned a unique number, to be shown on every page, together with a review date
- 1.2 The Indexing System for all Parish Council documents within the scope of this policy will reflect the assigned document number
- 1.3 Unless a good reason exists, due to the particular nature of a document (e.g. an Application Form), the textual content should normally be preceded by a statement of both Purpose and Scope, as in this policy
- 1.4 The Review Date, shown on each page of the document, refers to the latest date for review or revision. - Document review will be normally set at a **three year** interval but can be varied depending on prevailing needs.
- 1.5 Each page will also carry the Version Number of the document. This refers to the sequential edition of the unique document concerned and is there to prevent confusion, for example should the document be revised and reissued more than once before a pre-planned regular review date (e.g. an Annual or Monthly Council Meeting)
- 1.6 All document pages, including the title page, will be numbered
- 1.7 Within documents section and paragraph numbering is recommended wherever possible, as in this Policy, to make review and reference as easy as possible. Alternative presentations are acceptable provided document clarity is not compromised
- 1.8 It is recommended that all documents be created in Arial Font, using font sizes that broadly follow this reference policy
- 1.9 Documents will carry a Header and Footer on each page confirming these refer to Melbourn Parish Council, also to facilitate carrying other repetitive information

The approval signature(s) and approval date will always be located on the **last page** of every document, so that it is always clear that no pages are missing. The last page will also show the time period or policy for the next planned review

2. Document Type - The Document Title for all documents must accurately reflect their purpose.

Note: It is acceptable for a Document Title to reflect more than one document type in the title, for example '**Policy and Procedure: Grievance**'. In such cases the document structure should clearly show separation between 'policy' and 'procedure'

Examples are:

- o *Policy* – Policies are documents that set out the guidelines and rules governing the subject matter concerned
- o *Procedure* – Procedures are documents that list the steps required to accomplish a certain goal or goals
- o *Terms of Reference* – Terms of Reference are documents that set out the scope and limits of responsibility for a person or working group

This is not an exhaustive list

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3. Responsibilities, Review and Approval

- 3.1 All documents carry a latest Review Date (Month/Year) on all pages, together with the assigned Document Number (paragraphs 1.1 and 1.4 above)
- 3.2 It is the responsibility of the Parish Council, through the Chair, to ensure that all new documents are created within the scope of this policy and approved as per paragraphs 3.5 and 3.6 below
- 3.3 It is the responsibility of the Parish Council, through the Chair, to ensure that all pre-existing documents covered by the scope of this policy are reviewed on or before their policy Review Date and approved as per paragraph 3.5 below
- 3.4 Persons reviewing documents should do so by reference to **Appendix A**
- 3.5 It is the responsibility of the Clerk to keep abreast of changes to legislation, government and/or other guidance and to bring such changes to the attention of the Council and its various sub-committees. The Clerk will also monitor the expiry dates of documents and bring them forward for review in a timely fashion. Where appropriate the Clerk will support document creation/update.
- 3.6 It is the responsibility of the Chair of the Council, together with the chairs of council committees, to update documents if so advised by the Clerk. The draft document will be offered for formal approval to the Full Council when work is complete. The review and approval process will normally follow the outline procedure in **Appendix B**, but can be flexible depending on circumstances.

- 3.7 Subject to amendments that may be requested and agreed by the Full Council, the final draft will be signed digitally and approved at a public meeting by the Chair of the Parish Council.

APPENDIX A

Document Review – Prompt Questions

When reviewing any document the following questions can be used to ensure the result is effective:

- Is the document required?
- When was it last reviewed?
- Should the frequency of review be amended?
- Does the document follow the consistent format as laid down in this policy?
- Is the Document Title clear and does it properly define Purpose and Scope?
- If it is a Policy, does it provide clear direction on the implementation of rules and regulations through associated Procedures?
- If it is a Procedure, does it offer a clear and unambiguous series of steps from which users can resolve questions and problems?
- Does the content accurately reflect what is required or what actually happens?
- Have there been incidents or problems since the last routine review that could prompt amendments to the document?
- Does the final document properly reflect obligations on Equal Opportunities for those affected
- Is the document consistent with and does it further the vision and aims of Melbourn Parish Council
- Will training or re-training of councillors or staff be required after the document is re-issued?

APPENDIX B

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Document Creation and Review – Recommended Outline Process

1. Document creation and/or review will normally be assigned to a working group set up for the purpose.
2. After creation of either the first draft of a new document or first review of an existing document the writer/reviewer will (a) assign a new version number (b) circulate the document to the working group with a request for comments.
3. Comments may be made through a meeting discussion or via email (recommended). If email comments are requested the writer will set a deadline date after which it will be assumed all comments have been received. 'Silence is assent'.
4. The writer/reviewer will change the document according to comments received and assign it a new version number. The document will be again circulated to the work group for comments by a set deadline date, or discussed at a group meeting.
5. Subject to outline group approval the draft document will be circulated to the Full Council (if necessary again with a updated version number). The circulation will be by email and will carry a deadline date after which it will be assumed all councillors have either commented or are satisfied. Silence is assent.
6. The next latest review date will be proposed as part of the approval process. This may vary between documents and document types
7. The writer, on behalf of the Work Group, will make final amendments to the draft if needed and offer it to a public meeting of the Full Council for approval and signature.

Document Approval:



(Chair to Melbourn Parish Council)

MELBOURN PARISH COUNCIL

Doc. No.: 4.01
Version: 5
Date approved: ~~24 April 2023~~ 22 April 2026
Review date: April ~~2026~~ 2029

Date of Parish Council Meeting: ~~24 April 2023~~ 22 April 2026

Document Review Policy: 3 Years from last approval

POLICY: COUNCILLORS AND STAFF EXPENSES POLICY

The purpose of this policy is to provide clear guidance on the reimbursement of expenses. It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by persons whilst on approved* Parish Council business. The expectation is that Councillors and employees will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum.

Expenses that can commonly be reclaimed are detailed below. This is not an exhaustive list. If in doubt Councillors or Staff should consult the Clerk or RFO before incurring an expense.

Breach of this policy, or fraudulent expense claims, may result in disciplinary action.

Travel Expenses

Councillors and Staff may claim travel expenses when carrying out approved duties on behalf of the Council. Examples of such duties may include attending training courses or representing the Council at meetings held outside the parish.

Councillors and Staff should seek to choose a mode of transport that is both cost-effective and environmentally responsible, making an appropriate judgement between cost and convenience.

Own Vehicle – mileage can be claimed at the HMRC approved rates applicable at the time (currently 45p per mile for cars). The starting and finishing point for any journey made by a Councillor shall be their home and for Staff shall be either their home or the Parish Office, depending where they start the journey. If the journey is not made on an employee's usual working day the starting and finishing point will be their home. Should Councillors or Staff start and/or finish their journey from a place other than their home (or Parish Office), the claim shall be in respect of the lesser of the cost of either the journey to/from that other place or to/from their home (or Parish Office).

Councillors and Staff using their own vehicles must ensure they are adequately insured and must hold a valid licence.

Parking and toll charges – may be claimed providing they were necessarily incurred.

Public Transport – standard class return fare or any available cheaper fare.

Taxis – will only be paid in exceptional or urgent circumstances.

Hotels and accommodation – will not be paid without prior approval. Councillors and employees are expected to research hotel costs to ensure expenses are kept to a minimum.

Other Expenses

Other approved expenses e.g. certain telephone calls, Time Banking costs or items where it is most efficient for the Councillor or member of Staff to purchase it can also be reclaimed.

Such expenses are likely to be rare as most approved purchases can be made by the Parish Office. Printing, photocopying and postage can also be arranged via the Parish Office.

Members of staff may also be able to claim certain expenses as per their contracts of employment. They should refer to their contracts for details.

Reimbursement Procedure

Expense claims can be made by completing the Expenses Claim Form, available from the Parish Office, within 3 months of the date the expenses were incurred. Claims, other than mileage, must be supported by the relevant VAT receipts or tickets. If it is not possible to produce a receipt, an explanation must be written on the claim form. The Council reserves the right not to reimburse an expense in the absence of a receipt.

Approved expense claims will be reimbursed by bank transfer.

*Approval should be obtained in advance from the Parish Council, an appropriately delegated Committee or the Parish Clerk's delegated authority.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

POLICY AND PROCEDURE:

Gifts and Hospitality Policy

PURPOSE: To set out the procedure to be followed so that Melbourn Parish Council adheres to the requirements of good governance.

Criminal Law

It is a criminal offence to corruptly solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving your parish council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from your parish council.

SCOPE: This guidance applies to Councillors only.

POLICY:

1. Principles

- 1.1 You are required to register any gifts or hospitality worth **£25 or over** that you receive in connection with your official duties as a member, and the source of the gift or hospitality. You must complete the registration within 28 days of receiving it.
- 1.2 As with other registered interests, you have a personal interest in any matter under consideration at a meeting if it is likely to affect a person giving you a gift or hospitality. You must declare the existence and nature of the gift or hospitality as an interest at the meeting. You will also need to consider whether your interest is prejudicial.
- 1.3 If in doubt, any gift or offer made in kind should be politely declined.
- 1.4 Gifts of any kind should not be deliberately solicited or requested.

2. General Caution

- 2.1 The receipt of gifts or hospitality can be misinterpreted. This guidance is intended to help you to consider the implications of receiving gifts and hospitality and to make an appropriate judgement.
- 2.2 Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally which may possibly be perceived to be in connection with your position as a Parish Councillor.
- 2.3 Your personal reputation and that of your parish council can be seriously jeopardised by the inappropriate acceptance by you of gifts or hospitality.

2.4 The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you, in every case, is whether or not it is appropriate to accept any gift or hospitality that might be offered to you having regard to how it might be perceived.

2.5 No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. The following general principles will enable you to make your own decision.

3. Limits of Guidance

3.1 The Code of Conduct does not apply to:

- Gifts and hospitality you may receive from family and friends (as birthday or other festival presents) that are not related to your position as a Parish Council Member. You should however question any such gift or hospitality offered from an unusual source;
- The acceptance of facilities or hospitality provided to you by your parish council;
- Gifts given to your parish council that you accept formally on your parish council's behalf and are retained by the parish council and not by you personally.

4. Meaning of Gifts and Hospitality

4.1 The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible.

Gifts and hospitality include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public;
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- The use of a free car.

4.2 Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets. When making purchases you should be cautious if additional services, privileges, discount cards or other advantages are offered which might be related to your position as a Member of your parish council.

5. Appropriate Gifts and Hospitality

5.1 There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a Member:

- Civic hospitality provided by another public authority;
- Normal and modest refreshment in connection with any meeting in the course of your work as a parish council member (e.g. tea, coffee and other normal beverages and biscuits);

- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by your parish council or bodies to which you have been appointed by your parish council, and the tickets are offered in relation to that sponsorship or promotion;
- Small low value gifts (below £25 such as pens, calendars, diaries, flowers and other mementos and tokens);
- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from parish council business (e.g. inclusion in a round of drinks after a meeting);
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom your parish council has a business connection;
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).

6. Principles to Apply in Relation to Gifts and Hospitality

6.1 In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a parish council member. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- “Reward” includes remuneration, reimbursement and fee.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with your parish council in a competitive tendering or other procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals in which your parish council has an involvement.
 - From applicants for grants, including voluntary bodies and other organisations applying for public funding from your parish council.
 - From parties in legal proceedings with your parish council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

7. Gifts Received and Donated to a Chair’s Appeal

7.1 It may be customary for some members on receiving gifts of value not to retain these personally but to pass them to the Chair for use in relation to a charity appeal.

7.2 Members may continue to do this, but should indicate this intention to the provider and make this clear on the registration form.

8. Reporting of Inappropriate Gifts and Hospitality offered

8.1 It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of your parish council.

8.2 You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you.

8.3 You may thereafter be required to assist the Police in providing evidence.

9. How to report gifts and hospitality

9.1 Complete the registration form.

9.2 Send it to the Parish Clerk who will maintain a register.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL
Gifts and Hospitality Registration Form

To: The Parish Clerk **Notification of Receipt of Gifts or Hospitality**

<p>What was the gift or hospitality? (Give full description)</p>	
<p>What is your best estimate of its market value or cost?</p>	
<p>Who provided it?</p>	

MELBOURN PARISH COUNCIL

Doc. No.: 4.06

Version: 3

Date approved: ~~28 April 2025~~ 22 April 2026

Review date: April ~~2026~~ 2027

When and where did you receive it?	
Signed	
Name in Capitals	
Dated	

Modern Slavery Statement

Introduction

This Statement sets out what steps Melbourn Parish Council has taken and what steps it will take in future to ensure that it will never knowingly allow modern slavery or human trafficking in any part of the Council's business.

What is Modern Slavery?

Modern slavery is an umbrella term encompassing slavery, servitude, forced or compulsory labour and human trafficking.

The [Equality and Human Rights Commission](#) provides the following definitions:

Field Code Changed

- Slavery is when someone actually owns you, like a piece of property.
- Servitude is similar to slavery – you might live on the person's premises, work for them and be unable to leave, but they don't own you.
- Forced labour means you are forced to do work that you have not agreed to, under the threat of punishment.

According to the Local Government Association (LGA), the term 'Modern Slavery' includes a range of different types of exploitations, that may or may not occur together. The different types of exploitations include but are not limited to:

- sexual exploitation
- labour exploitation
- forced criminality
- domestic servitude
- debt bondage
- organ harvesting
- other forms of exploitation. Such as: financial exploitation, welfare benefit fraud, identity fraud, forced or sham marriages and illegal adoption

The Role of Local Authorities

Within their [Council Guide to modern slavery \(October 2022\)](#) document, the LGA highlight the following roles of local authorities in tackling modern slavery:

Field Code Changed

1. Identification and referral of victims
2. Supporting victims – this can be through safeguarding children and adults with care and support needs and through housing/homelessness services
3. Community safety services and disruption activities
4. Making best that the supply chains councils procure from are free from modern slavery.

Existing Policies and Procedures

MELBOURN PARISH COUNCIL

Doc. No.: 4.09

Version: 2

Date approved: ~~28 April 2025~~ 22 April 2026

Review date: ~~April 2026~~ April 2028

Melbourn Parish Council has a range of policies, processes, procedures and practices which help to ensure that we are acting ethically and with integrity to prevent slavery and human trafficking, including the following:

- Safeguarding Policy
- Whistleblowing Policy
- Employment Policy
- Equality and Diversity Policy
- Recruitment Process
- Code of Conduct
- Appointment of Contractors and Procurement Policy and Procedure

Due Diligence Processes

- **Procurement**
 - Melbourn Parish Council will, through its procurement procedures, use its best endeavours to ensure that suppliers of goods and services share its commitment to prevent modern slavery.
- **Safeguarding Training:** This includes how to spot the signs of modern slavery and how to make a referral. Melbourn Parish Council's Safeguarding Officer has undergone safeguarding training. The Clerk is the Safeguarding Officer parishclerk@melbournparishcouncil.gov.uk
-
- **Reporting for Council employees:** Any Melbourn Parish Council employee affected by modern slavery, or who suspect someone may be at risk are advised to contact the Safeguarding Officer - parishclerk@melbournparishcouncil.gov.uk
- **Reporting for residents and communities:** The advice to anyone affected by slavery, or who may suspect someone is at risk, is to:
 - Call 999 if it is an emergency
 - Call 101 for non-emergencies
 - Call Crimestoppers anonymously on 0800 555 111
 - Call the Modern Slavery Helpline on 08000 121 700
 - Report online via the [Modern Slavery Helpline](#)

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~28 April 2025~~ 22 April 2026

Review every ~~12 months~~ 24 months

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MELBOURN PARISH COUNCIL

RESERVES POLICY

PURPOSE

- 1.1 The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 Melbourn Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.
- 1.3 Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-
 - the expenditure must not be recurring
 - Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

2. TYPES OF RESERVES

- 2.1 Reserves can be categorised as earmarked, ring fenced or general.

3. EARMARKED RESERVES

- 3.1 Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.
- 3.2 Earmarked reserves must be reviewed and/or established by the Council at the annual budget setting meeting ~~g.g and agreed by the Council at the financial year end~~. An explanation must be provided for each reserve and, where practical, an estimated cost proposal provided.
- 3.3 Earmarked reserves are to be administered by the relevant committee in consultation with the RFO. Any changes to the proposed use of reserves must be agreed by Council.
- 3.4 The RFO will note earmarked reserves movements at the end of the financial year.
- 3.5 Earmarked reserves can be held for:-
 - Renewals – to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
 - Carry forward of under spend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

MELBOURN PARISH COUNCIL

Doc. No.: 4.14
Version: 2
Date approved: ~~28 February 2022~~ April 2026
Review date: ~~February 2023~~ April 2027

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4. RING FENCED

4.1 Ring fenced reserves are money or grants allocated for a specific project only.

5. GENERAL RESERVES

- 5.1 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.
- 5.2 Melbourn Parish Council considers a prudent level of general reserves to be 6 months of its annual expenditure
- 5.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.
- 5.4 Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to staff in general reserves at all times.

6. OPPORTUNITY COST OF HOLDING RESERVES

- 6.2 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy and is considered in more detail in the Parish Council's Investment Strategy (document number 4.32) which is reviewed ~~annually~~ every six months.
- 6.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else.
- 6.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed as a minimum each year as part of the budget process and at the financial year end to confirm that they are still required and that the level is still appropriate.

Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 February 2022~~ April 2026

Responsible Officer	Parish Clerk	Date effective from 14 November 2016	Review date :-
Author	Parish clerk	Date last amended	Review Date: May 2017
	Parish Clerk	Date last amended	Review Date: Feb 2023

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Melbourn Parish Council

ASSET MANAGEMENT RESERVE POLICY

1. PURPOSE

- 1.1 The purpose of this policy is to set out how Melbourn Parish Council (MPC) will determine and review the level of its Asset Management Reserve (AMR).
- 1.2 This policy should be considered in conjunction with MPC's Reserves Policy (Doc. No 4.14)

2. JUSTIFICATION

- 2.1 MPC recognises the need to look after the assets in its safekeeping.
- 2.2 The AMR is an earmarked reserve that will be used to build up funds to finance a programme of long-term repairs and replacements of assets and equipment owned or leased by MPC.
- 2.3 The AMR is a mechanism to smooth expenditure without the need to significantly vary the precept budget when major expenditure on asset repairs or renewals is required.

3. SCOPE

- 3.1 Expenditure from the AMR will be on items included in MPC's Asset Management Schedule (AMS).
- 3.2 The Asset Management Schedule will be drawn up in conjunction with a suitably qualified asset management professional e.g. a quantity surveyor. The professional will advise which items should be included in MPC's long-term asset repair and maintenance programme, the frequency of replacement/renewal and the approximate cost.
- 3.3 The AMR will be used to fund significant repairs or renewals of assets owned or leased by MPC. Expenditure in excess of **£5,000** (net) will usually be considered significant.
- 3.4 Repairs or renewals financed from the AMR will generally be expected to recur on an infrequent basis (less frequently than every three years) and would not be classified as normal 'wear and tear' maintenance expenditure.
- 3.5 In cases of emergency the AMR may be used to fund asset repairs or replacements that are not included in the AMS or that fall under the £5,000 expenditure subject to approval by MPC.

4. LEVEL

- 4.1 The Responsible Finance Officer (RFO) will calculate the funding requirement for the AMR based on what is fair and reasonable the items included in the AMS and using the time period advised using the AMS as a guide.
- 4.2 It may be necessary to further assess the cost estimates used in the professional AMS report e.g. by getting quotes - and to adjust the AMR

- calculation and schedule as required.
- 4.3 The ~~Finance Officer~~ RFO should ensure that there will be sufficient funds available in the AMR at the end of the period covered by the AMS to take forward to the start of the next cycle of works.
 - 4.4 The funding model should make appropriate adjustments for inflation. The items included in the AMS and the forecast expenditure included in the AMR will be approved by MPC.
 - 4.5 MPC will precept for contributions to the AMR to keep it funded to the appropriate level.

5. ADMINISTRATION

- 5.1 When expenditure is to be funded from the AMR, a budget will be approved by MPC.
- 5.2 Quotes/tenders and expenditure approval will be obtained in accordance with MPC's Financial Regulations and Standing Orders.
- 5.3 Approved expenditure funded from the AMR will be administered by the Clerk/RFO in conjunction with the Maintenance Committee.
- 5.4 The Clerk will arrange for a new AMS to be drawn up by a professional, for the next time period to be covered, at least one year before the end of the current AMS. This should allow sufficient time for appropriate financial planning.

6. REVIEW

- 6.1 The AMS will be reviewed every 5 years or when there is a significant change in asset ownership. It is anticipated that the services of a suitably qualified professional will normally be required to assist in this exercise.
- 6.2 The level of contributions to the AMR will be reviewed by MPC every year when the precept is agreed.
- 6.3 The AMR reserve movements and balance will be agreed by MPC at the end of each Financial Year.
- 6.4 Any changes to the agreed use of the AMR must be agreed by MPC.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Review Date: April ~~2026~~ 2027

POLICY AND PROCEDURE: Terms of Reference for Internal Audit

PURPOSE: The primary objective of Internal Audit (IA) is to review, appraise and report upon the adequacy of internal control systems operating throughout the Council and to ensure that they are in accordance with proper practices as set out in the Accounts and Audit Regulations.

PROCEDURE: The Internal Audit will adopt a predominantly systems-based approach, covering the whole network of systems established within the Council to provide reasonable assurance that the Council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Scope of Internal Audit Activity

There are no limitations on Internal Audit's scope of activities. It allows for unrestricted coverage of the Council's activities, including both financial and non-financial systems of internal control.

Melbourn Parish Council expects the following aspects to be part of the audit:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (Annual internal audit report) of the Annual Return
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have significant impact on operations, and determine whether the Council is compliant
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

Independence

The main determinant of the effectiveness of ~~Internal Audit~~IA is that it is seen to be independent in its planning and operation. To ensure this, IA will operate within a framework that allows:

- Unrestricted access to officers of the Council
- Reporting in its own name
- Segregation from the ~~day-to-day~~day-to-day operations of the Council

Every effort will be made to preserve objectivity by ensuring that the Internal Auditor is free from conflicts of interest and do not undertake any non-audit duties on behalf of the Council.

Rights of Access

There are no limitations on IA's access to records. The IA has the authority to:

- Access Council premises at reasonable times agreed in advance
- Access all assets, records, documents, correspondence and control systems
- Receive any information and explanation considered necessary concerning any matter under consideration
- Require any employee of the Council to account for cash, stores or any other Council asset under their control
- Access records belonging to third parties such as contractors when required

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to Council and will follow up at subsequent ~~Internal Audits~~IAAs to make sure that corrective actions are taken.

Council's Responsibilities

The existence of ~~Internal Audit~~IA does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and ~~well-ordered~~well-ordered manner.

Audit Responsibilities in Relation to Fraud

Melbourn Parish Council recognises that it is not the specific responsibility of the IA to detect fraud. However, tests and reviews carried out during the IA are expected to be designed to identify failures, weaknesses or breaches in internal controls which could expose the Council to risk of fraud.

In the event that fraud is suspected by the Internal Auditor, this should be reported to the RFO, Clerk, Chair, or the Council as deemed most pertinent to the situation. It may also be appropriate for the Internal Auditor to advise or assist with an investigation including liaison with the police if necessary.

Choosing an Internal Auditor

Melbourn Parish Council appoints an Internal Auditor annually. The effectiveness of the audit is assessed each year as set out in the policy and procedure 'To evaluate the effectiveness of the system of internal audit'.

In principle, Melbourn Parish Council endorses the need to change Internal Auditors regularly. In practice, a decision will be taken in the light of availability of suitable auditors.

The following criteria will be used to assess an auditor's suitability (taken from CAPALC guidance):

- Has the applicant had some formal audit training?
- Does the applicant understand how to structure an internal audit report?
- Has the applicant any formal training in parish council law and powers?
- Has the applicant any formal training in parish council procedures?
- Has the applicant had any formal training in accounting practice?
- Has the applicant had any formal training on matters relating to local councils and VAT?
- Has the applicant had any formal training in Pay as you earn and National Insurance
- Does the applicant have the necessary skills to identify issues relating to the above areas in this size of council?



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Futures Working Party

1. Membership & Organisation

- 1.1 The Working Party will consist of a minimum of 3 Parish Councillors in addition to 1 District Councillor and 1 County Councillor (if they wish to serve) and up to a maximum of 5 members of the public who are residents of Melbourn. The Parish Councillors, County Councillor and District Councillor will be standing members of the Working Party.
- 1.2 Non Parish Councillor Members will have Working Party voting rights.
- 1.3 The Parish Clerk will, through the Parish magazine, Parish website and social media, request residents interested in getting involved to contact the Parish office to receive information on how they may join the Working Party and get involved with future projects and initiatives.
 - a) Residents who express an interest in joining the Working Party will be forwarded a questionnaire to complete. Subject to this being completed and returned to the Parish office, the individual will be added to a data base which will be maintained by the Parish Office, ensuring that privacy laws are adhered to and with the full consent of the individual.
 - b) When a specific project and/or initiative is being undertaken by the Working Party, the Parish Office will contact residents from the data base. They will be asked if they wish to join the Working Party. This invitation will be project specific.
 - c) Once the project or initiative is completed the Resident's responsibilities will be finished. (They may of course elect to stay on the database for future projects and/or remain on the Working Party.)
- 1.4 The Working Party will meet as required on an informal basis.
- 1.5 The Working Party may invite non-members to attend meetings.
- 1.6 The Parish Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.7 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.

2. Reporting

- 2.1 Meeting notes will be made available to the Parish Council and published on the Parish Council's website.

2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous years activities.

3. Terms of Reference

3.1 Standing members of the working party in conjunction with the Parish Council and in consultation with the community where appropriate will identify projects and initiatives requiring action by the Working Party.

3.2 For each project and or initiative identified, the Working Party will aim to enlist where possible and practicable up to 5 members of the public, from the list of interested residents. The recruitment will be handled through the Parish office.

3.3 To consult, on behalf of the Parish Council with relevant third parties to ensure the best outcome is achieved.

3.4 To undertake where necessary, negotiations with service providers and statutory bodies.

3.5 To make recommendations to the Parish Council for action.



DOCUMENT APPROVAL :

(Chair to Melbourn Parish Council)

Date of Meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

Doc. No.: 8.15
 Version: 1
 Date approved: April 2025/2026
 Review date: April 2026/2027

General Risk Register – Melbourn Parish Council

Likelihood Scores : Low (unlikely) = 1 Medium (possible) =2 High (highly likely) = 3

Impact Scores : Low (negligible) = 1 Medium (moderate) = 2 High (Severe) =3

Risk Rating Scores (Likelihood x Impact) : Low = 1,2 Medium = 3, 4 High = 6,9

Risk Ref Key: F= Finance, POS = Public Open Spaces,
 G= Governance, C= Cemeteries, A = Allotments,
 B= Parish Buildings.

Risk Ref.	Description of risk	Impact of risk on MPC	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (high, Medium, Low)	Response
F1	Expenditure is incurred or grants awarded without proper legal Authority.	Potential for complaints, fines, qualified audit report.	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk of administration if the precept is not paid on time.	Inability to provide services or pay staff salaries and other contractual liabilities.	1	3	Medium (3)	MPC holds 6 months of running costs in general reserve in line with its Reserves Policy.
F3	An adequate record of the Council's assets is not maintained.	Potential theft or misappropriation of assets. Assets could fall into disrepair. Assets may be inadequately insured.	1	3	Medium (3)	Asset register in place and reviewed annually. New acquisitions and disposals recorded. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings to be undertaken every 5 years.

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F4	The PC has insufficient money ring-fenced in Asset Replacement/Maintenance Reserves.	Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact.	2	3	High (6)	Full asset register in place. Ongoing maintenance spend requirements included in precept. MPC building up Asset Management Reserve and linking it to asset renewal programme. Maintenance Committee prioritise and monitor maintenance spend monthly. MPC to create maintenance plan based on Asset Management Schedule created from survey carried out every five years.
F5	Cash is lost through theft/misappropriation.	Funding shortfall. Adverse publicity.	1	1	Low (1)	Limited cash held and banked promptly. Controls over dealing with cash. Small petty cash float. Petty cash procedure. Fidelity Guarantee (insurance).
F6	Failure to ensure proper use of funds under S137.	Total S137 expenditure could exceed statutory limit for MPC.	1	1	Low (1)	Qualified Clerk (studying) and RFO. Powers for grant approvals minuted. <u>MPC hold General Power of Competence (GPC) and do not rely on S137.</u>
F7	Proper financial records are not kept.	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO in place. Regular finance reports submitted at meetings. Two internal audit visits per year.
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. Regular budget progress reports/monitoring. General R eserves of over 6 months running costs.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners.	1	3	Medium (3)	RFO in place. Rigorous precept setting process followed. Adequacy of <u>General</u> reserves considered when setting precept. Regular budget monitoring

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						throughout the year.
F10	Failure to maintain an effective bank payments system.	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank reconciliations by PC member. Regular budget monitoring. Fidelity Guarantee (insurance).
F11	Loss of funds due to bank failure.	Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Guarantee limit of £85k-120k per financial institution. Investment policy in place. Spread of investments among different institutions.
F12	Failure to collect income from customers.	Funding shortfall which needs to be met from elsewhere.	1	1	Low (1)	Responsibility for collection of debts defined – separation of duties. Budget monitoring. Procedures to chase outstanding debts.
F13	Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere.	1	3	Medium (3)	Longstanding tenant. General R reserves of 6 months to cover income shortfall. Opportunity to develop parish asset for other uses.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces).	Adverse publicity. <u> </u> Failure in duty of care to parishioners. Increased insurance premiums.	2	2	Medium (4)	Wardens regularly inspect and mend things. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.

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F15	New employees in key officer roles.	Loss of funds through staff error or fraud.	1	2	Low (2)	Staff continuity in key officer roles. Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Staff training and performance reviews. Fidelity guarantee (insurance).
F16	Melbourn Community Hub Management Committee might not be able to make the Hub financially viable.	The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept.	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. <u>Regular finance reports provided to MPC. Financial assistance via grant given by MPC. Alternative use, provision and funding streams could be introduced to the Community Hub.</u>
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level.	The Precept would need to be increased to enable MPC to carry out additional duties.	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans. MPC must continue to do this
F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs.	2	2	Medium (4)	Asset register is linked to MPC's insurance policy. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place.

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MELBOURN PARISH COUNCIL

Doc. No.: 8.15
 Version: 1
 Date approved: April 20252026
 Review date: April 20262027

F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment.	MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	Policy for appointment & management of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors contractor performance.
F20	Inadequate financial controls around ordering goods and services.	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available.	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. Extra checks on approvals for ordering introduced. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory requirements regarding record keeping.	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up remotely. Computerised finance records are regularly backed up.
F22	Investments made by MPC lose money.	The council would have to make the shortfall up from elsewhere.	1	3	Medium (3)	Investment strategy in place – low risk investments made and reviewed annually.
F23	Pandemic (such as Covid-19) may have an unforeseen impact on MPC finances.	Additional unbudgeted costs may fall on the parish council which could impact planned service delivery and projects.	2	2	Medium (4)	Position kept under review. <u>General</u> Reserves in place of 6 months. It may be possible to move funds from other ring-fenced reserves in an emergency.

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 Date approved: April ~~2025~~2026
 Review date: April ~~2026~~2027

F24	Inadequate controls over salaries and associated costs.	Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC.	1	2	Low (2)	HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR/MPC. Signatories check salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.
F25	Increased financial burden following impact of proposed Local Government reorganisation.	Increase to precept. Increased demand on staff resources. Risk of not fulfilling duties of Council.	2	2	Medium (4)	Council to keep up to date with proposals and work with SDCDC and CCC when required to ensure Parish requirements are considered in reorganisation plans. Membership of NALC and CAPALC provides advice and information about relevant changes.
POS1	Injury of user at one of the playparks.	Poor public perception of the council. The injured party could sue MPC.	1	2	Low (2)	Wardens inspect play parks weekly and report any maintenance issues to the council for repair. Play parks are also inspected annually by RoSPA who assess the risk and highlight any necessary repair works. MPC has insurance to reduce any monetary impact.
POS2	Damage to play park equipment.	Pay for repairs or replacement of equipment.	2	2	Medium (4)	Any damage is recorded on the weekly inspections and reported to council. All items of equipment in the playparks are recorded on the asset register and are insured. MPC could claim for any damages to the insurance so there would be little/no impact to council finances.

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POS3	Trees on boundaries	Falling branches / debris. Cost of Clearance. Injury / Loss of life. Impacted party could sue MPC.	2	2	Medium (4)	Weekly inspection of open spaces by wardens. Trees of concern reported to parish office and inspected as soon as practicable. Bi-annual ennial inspection by tree inspector. Relevant insurance cover.
POS4	Benches	Vandalism. Cost of replacement.	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Some unplanned expenditure is budgeted for unplanned maintenance/replacement. Wardens to complete minor repairs as needed.
POS5	Bins	Vandalism. Impact of damage to environment. Cost of replacement.	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Unplanned expenditure is budgeted for unplanned maintenance/replacement. Report issued to SCDC to clear rubbish.
POS6	Pests	Damage to ground causing Uneven ground/ trip hazards could cause injury. Injured party could sue council.	1	2	Low (2)	Regular pest control is carried out. Wardens monitor the open spaces and fill in holes which are pose high risk. Football team required to check pitches prior to use. MPC has public liability insurance.
G1	Failure to attract sufficient candidates for member vacancies.	Reduced representation of neighbourhoods. Lack of resource. Possible meeting inquorate.	1	3	Medium (3)	Actively publicise MPC's activities. Seek candidates from groups within village. Publicise vacancies in an eye-catching manner on noticeboards, social media, website, and in the press.

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G2	Failure to achieve quorum at meetings.	Business not transacted. Decisions not made.	1	3	Medium (3)	Issue annual meeting calendar to all councillors and officers. Issue agendas promptly. Check which councillors will be attending before the meeting. Contact councillors who miss meetings.
G3	Failure to correctly identify local needs or wishes due to lack of public consultation by Council.	Council does not represent the people. Resources not applied. Democratic deficit. Decisions not based on evidence. People disenfranchised.	1	2	Low (2)	Ensure meetings are publicised on the notice boards and website. Maintain close contact with local residents, with working parties, surveys, public consultations etc. Publicise plans and invite comments. Act on residents' feedback.
G4	Failure to respond to electors wishing to exercise right of inspection	Complaints received. Not transparent. Non-compliance.	1	2	Low (2)	Advertise how electors can exercise right of inspection and respond to requests.
G5	Members acting alone outside meetings.	Members outside compliance. Indemnities invalid. Personal risk.	1	2	Low (2)	Councillors attend training session and read "Good Councillor Guide". Do not make agreements outside of meetings.
G6	Council decisions not Implemented.	Confidence undermined. Reputation risk arises. Possible losses.	1	2	Low (2)	Actions from meetings to be reported to relevant meeting / committee.
G7	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions.	1	2	Low (2)	Draft minutes publish. Draft minutes to be approved at following meeting.

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G8	Inadequate document control.	Poor evidence. Poor support to Members.	1	2	Low (1)	Establish an appropriate filing and retrieval system. Produce a document version control calendar.
G9	Failure to recognise and address conflict of interest. Inaccurate register of members' interest.	Lack of transparency. Open to complaints of fairness or bias nature.	2	2	Medium (4)	Councillor to review Standards regime and comply with requirements. Register of Interests to be reviewed by Councillors at Annual Parish Council Meeting.
G10	Failure to complete and submit Annual Return.	Poor Auditors report. Public confidence suffers.	1	2	Low (2)	RFO in place. Maintain a diary for the annual return process.
G11	Loss of data on PC due to system fault.	Interruption to effective administration. Possible financial loss.	1	3	Medium (3)	Cloud based system implemented. Cloud back ups.
G12	Loss of services of Parish Clerk.	Interruption to effective administration.	2	2	Medium (4)	Deputy Clerk in place. Locum Clerk to come in. Councillors to undertake some financial and administrative tasks. SLCC to assist in emergency.
G13	Non-compliance with data Protection.	Litigation. Poor reputation.	1	2	Low (2)	Clerk <u>Data Protection Officer (Deputy Clerk)</u> to monitor, <u>report</u> and act in accordance with the data protection policy.
C1	Injury caused by poor management of burial grounds e.g. fallen headstone	Poor public perception of the council. The injured party could sue MPC.	1	3	Medium (3)	Wardens to carry out fortnightly inspection. Immediate action taken when high risk issues are identified. The council has public liability insurance.

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						Memorial checks training to be undertaken (action).
C2	Loss or theft of burial records.	Loss of records would create more work for officers, which would increase the workload and therefore increase wages.	1	3	Medium (3)	Burial records are kept in a fireproof safe or archived. Copies of records from 2011 are also kept digitally to limit the risk of loss.
C3	Burial administration error.	Opening a grave incorrectly or exhuming an incorrectly buried interment would incur additional cost to MPC.	1	2	Low (2)	The burial plot is checked by the Clerk administrator on the map and then verified by the wardens at the cemetery, who mark the plot prior to the interment. The grave digger/funeral director also has a copy of the map to check the grave.
C4	<u>Error due to incomplete / incorrect historical record keeping.</u>	<u>Opening a grave incorrectly or exhuming an incorrectly buried interment would incur additional cost to MPC.</u>	<u>1</u>	<u>2</u>	<u>Low (2)</u>	<u>Endeavours taken to confirm historical records.</u> <u>Site inspection carried out as required.</u> <u>Digitally updating records as new evidence gathered.</u>
A1	Overgrown and abandoned allotments.	If plot is overgrown and impacting neighbouring plots, the council pay for the clearance, if the previous holder will not, which is an additional cost.	1	1	Low (1)	The plots are regularly inspected so that the council can identify plots of concern and act before clearance is needed.
A2	Bonfires	Damage to the allotments could cause loss to the council and holders. Damage to surrounding land and property.	2	3	Medium (6)	Holders must take out insurance to have a plot. The rental agreement states allotment holders must not leave bonfires unattended.

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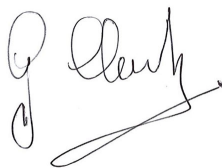
A3	Poorly constructed sheds and greenhouse.	Damage caused to holders. Damage caused to plots	2	2	Medium (4)	Holders must take out insurance to have a plot. Holders must comply with the shed specification. Any shed that does not comply with the shed specification will be removed.
A4	Asbestos uncovered	Cause health issues for users of allotments. Impacted party could sue the council.	1	2	Low (2)	Regular inspections and clearance carried out by council. Asbestos survey carried out ranks risk as "very low". Holders to act in accordance with council's management plan.
B1	Fire	Injury or loss of life. Impacted party could sue the council. Damage to building and assets. Rebuilding costs.	1	3	Medium (3)	Council buildings are insured. Council has public liability insurance. Annual servicing of fire safety equipment. Building specific risk assessments reviewed annually.
B2	Electricity issues	Injury or loss of life. Impacted party could sue the council. Damage to building and assets. Rebuilding costs.	1	3	Medium (3)	Council building are insured. Council has public liability insurance. Annual PAT Testing. Regular inspections where faults can be identified and reported.
B3	Poor hygiene	Cause health issues. Impacted party could sue the council. Damage to building (mould, damp etc.) Repair cost.	1	3	Medium (3)	Users must remove any food from the premises after use. Cleaning is carried out regularly (at least weekly). Issues reported to the council and addressed.

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B4	Legionella	Cause health issues/disease. Impacted party could sue the council. Cost of remedial works to clear legionella. Cost of closing premises during work.	1	3	Medium (3)	Annual legionella risk assessment and water testing. Remedial works reported to council. Wardens carry out the legionella control regime (action to update any training required). Any issues reported to council.
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Document created by the Parish Clerk and RFO.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Document Review Policy: Annually

Members' Code of Conduct

To be signed by all Councillors annually at the Annual Parish Council Meeting in May

PURPOSE: Melbourn Parish Council (MPC) has adopted this Code of Conduct as required by Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

I have read and will abide by this Code of Conduct

Name:

Signature:

Date:

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**

3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A - The Seven Principles of Public Life The

principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You

may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<p>Corporate tenancies</p>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <ul style="list-style-type: none"> (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<p>Securities</p>	<p>Any beneficial interest in securities* of a body where—</p> <ul style="list-style-type: none"> (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— <ul style="list-style-type: none"> (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Document Approval:



Chair to Melbourn Parish Council

Date of Parish Council Meeting: 22 April 2026

Review Policy: Every 12 months