



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

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MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

The Annual meeting of this Council was held on Wednesday 13 May 2026 at 7.30pm in the Austen Room of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

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

Present: Cllrs Alexander, Barnes, Campbell, Clark (Chair), Coulman, Cowley, Davey, Hart, Kanagarathnam, Kilmurray, Laight.

Absent:

In attendance: Abi Williams (Clerk), Lucy Capper (Finance Assistant)

ANNUAL PARISH COUNCIL MEETING: MINUTES

Meeting started 19:31

PC001/2627 To receive nominations and to elect the Chair of the Parish Council and to sign Declaration of Office

Cllr Clark was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Clark as Chair of the Parish Council for the civic year 2026/2027.

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

PC002/2627 To receive nominations and to elect the Vice Chair of the Parish Council and to sign Declaration of Office

Cllr Hart was nominated. There were no other nominations.

It was RESOLVED to elect Cllr Hart as Vice Chair of the Parish Council for the civic year 2026/2027.

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

PC003/2627 All Councillors to confirm signed form/sign Declaration of Acceptance of Office

If not attending Cllrs to sign DAO at next opportunity.

It was noted that all attending Cllrs had completed the Declaration of Acceptance of Office. Any remaining forms would be processed at the next opportunity.

PC004/2627 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Kyprianou, Wilson, and County Cllr Bostanci.

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

PC005/2627 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 items PC022 a-b) Dispensation was granted to remain for discussion but not to vote.

PC006/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public were present.

PC007/2627 To report back and approve the minutes of the Parish Council meeting on 22 April 2026

It was RESOLVED to approve the minutes of the Parish Council meeting on 22 April 2026 as an accurate record.

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

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

PC008/2627 To receive reports from the District and County Cllrs for Melbourn

District Cllr Hart gave a verbal report. Highlights included a positive increase in turnout for recent elections, information about the Community Safety Conference being held on 14 May 2026. Cllr Kilmurray offered congratulations to District Cllrs Hart and Hales on their re-election and thanked them for their support of the local community.

PC009/2627 Melbourn Parish Council vacancies – co-option

To welcome all returning and new Cllrs. To note that Melbourn Parish Council was elected unopposed with two vacancies remaining, and to consider filling the vacant seats by co-option. Cllr Laight was welcomed to the Council. Council passed thanks to Piere Redelinghuys for his service and contribution to the Council over the last 11 months.

It was RESOLVED to proceed with filling vacant seats by co-option.

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

PC010/2627 Appointment of Standing Committees

Cllrs that were not present at this meeting will be confirmed later.

- | | |
|--|--|
| <p>a) Planning Committee
(max eight cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Barnes- Cllr Campbell- Cllr Clark- Cllr Coulman- Cllr Hart- Cllr Kilmurray- Cllr Wilson (not present) | <p>b) Finance & Good Governance Committee
(max seven cllrs, 1 vacancy)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Campbell- Cllr Clark- Cllr Cowley- Cllr Hart- Cllr Kanagarathnam |
| <p>c) Maintenance Committee
(max six cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Barnes- Cllr Clark- Cllr Davey- Cllr Kilmurray- Cllr Kyprianou | <p>d) MAYD Joint Committee
(max five Melbourn cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Barnes- Cllr Campbell- Cllr Clark- Cllr Davey- Cllr Kyprianou (not present) |
| <p>e) HR Panel
(max five cllrs, 0 vacancies)</p> <ul style="list-style-type: none">- Cllr Alexander- Cllr Barnes- Cllr Clark- Cllr Davey- Cllr Hart | |

PC011/2627 Appointment of Standing Working Parties

- a) **Melbourn Futures Working Party** (min three cllrs)
- Cllr Barnes
 - Cllr Campbell
 - Cllr Clark
 - Cllr Davey

PC012/2627 To note Parish Council Liaisons on the following:

- a) Board of Trustees of Triggs Charity Trust (*Phil Stewart - Annual Report p18*)
 - b) Board of Trustees of Martin's Charity (*The Clerk - Annual Report p18*)
 - c) Board of Trustees of Francis John Clear Almshouses (*Mavis Howard - Annual Report p19*)
 - d) Melbourn and District Warden Scheme (*Jose Hales - Annual Report page 19*)
 - e) Community Hub (*Melbourn Community Hub Management Group – Annual report p20*)
 - f) Melbourn & Meldreth Lunch Club (*Gemma Dowling - Annual Report p23*)
 - g) Melbourn Action Community Support (*Stephanie Trayhurn – Annual Report p23*)
 - h) Community Rail Partnership (*Sarah Grove – Annual Report p25*)
 - i) Community Allotment (*Jenny Thame – Annual Report p37*)
- All reports from the Parish Council Liaisons were noted in the Annual Report.

PC013/2627 To consider approving calendar of meetings for the new civic year.

It was RESOLVED to accept the calendar of meetings for the civic year 2026/27.

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

PC014/2627 Policy Review & Governance

- a) To receive and review recommendations from final part of Internal Audit by CAPALC.
The Internal Audit report was received and reviewed. Recommendations to minute budget and precept separately and confirmation of new website recorded.
It was RESOLVED to accept the Internal Auditors report.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.
- b) To review, approve and adopt the updated Standing Orders v10 (*date and page numbering change only*).
It was RESOLVED to approve and adopt the updated Standing Orders v10.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.
- c) To review, approve and adopt Doc 4.07 Model Publication Scheme.
It was RESOLVED to approve and adopt Doc 4.07 Model Publication Scheme.
Proposed by Cllr Davey, seconded by Cllr Cowley. All in favour.
- d) To review, approve and adopt the updated Terms of Reference for Planning Committee.
It was RESOLVED to approve and adopt Terms of Reference for Planning Committee.
Proposed by Cllr Campbell, seconded by Cllr Kanagarathnam. All in favour.
- e) To review, approve and adopt the updated Terms of Reference for HR Panel.
It was RESOLVED to approve and adopt Terms of Reference for HR Panel.
Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.
- f) To review, approve changes agreed under PC122/2526c) and adopt the updated Terms of Reference for Maintenance Committee.
It was RESOLVED to approve and adopt Terms of Reference for Maintenance Committee.
Proposed by Cllr Kilmurray, seconded by Cllr Campbell. All in favour.
- g) To note review and adoption of Terms of Reference for Finance & Good Governance Committee (*Nov 2025*).
Adoption of Terms of Reference for Finance & Good Governance Committee noted.
- h) To note review and adoption of Terms of Reference for Futures Working Party (*Apr 2026*).
Adoption of Terms of Reference for Futures Working Party noted.
- i) To note review and adoption of Terms of Reference for MAYD Committee (*Nov 2025*).
Adoption of Terms of Reference for MAYD Committee noted.
- j) To note review and adoption of Financial Regulations (*Jul 2025*).
Adoption of Financial Regulations noted.
- k) To note review and adoption of Asset Register (*April 2026*).
Adoption of current Asset Register noted.
- l) To receive the schedule of policies and procedures.
The schedule of policies and procedures was noted. Policies to be reviewed during the upcoming civic year.

PC015/2627 General Power of Competence (Re-adoption)

To confirm that Melbourn Parish Council continues to meet the eligibility criteria and to resolve that it re-adopts the General Power of Competence under the Localism Act 2011.
It was RESOLVED that Melbourn Parish Council confirms that it meets the eligibility criteria for the General Power of Competence and hereby re-adopts the General Power of Competence.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

PC016/2627 Finance Matters:

- a) To receive and consider the finance reports for April 2026.
Report received.
- b) To note approvals list for May 2025 will be retrospectively approved due to timing required for post-election meeting.
Approvals will proceed as required and be retrospectively reported at June meeting.
- c) To consider approval of final internal audit invoice from CAPALC at a cost of £205.42 (total cost £456.92). Full report considered under PC014/2627.
It was RESOLVED to approve CAPALC invoice at a cost of £205.42.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.
- d) To note amount for Community Benefit Grant money for distribution received from Quintas/Melbourn Solar as £59,908.14 (confirmed but not received 6 May 2026). Consideration of grant applications meeting to be held on Wednesday 3 June 2026.

It was confirmed that funds of £59,908.14 received on 13 May. Funds available for grants 2026/27 total £64,858.24 (including carry over from 2025/26).

- e) To receive any updates and consider actions.

None received.

PC017/2627 Draft Annual Accounting Statements and AGAR (2025/26)

- a) To review the draft Accounting Statements and Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2026 to allow for any questions or amendments ahead of formal approval and signing at the June meeting.

Cllrs were encouraged to review the AGAR documents and pass any questions to the office before the confirmation meeting in June.

PC018/2627 Bank reconciliations

- a) To note bank reconciliation for April 2026.

Bank reconciliations completed for March and April 2026.

PC019/2627 Antisocial Behaviour in the Village

- a) To note recent incidents and allow councillors to share concerns and possible next steps. No formal action required at this stage.

Discussion around importance of addressing needs of the youth in the area. Attendance at the Community Safety Conference confirmed – issues will be addressed at this event. It was noted that young people from other areas were travelling into Melbourn to gather. It was noted that more provision for existing youth initiatives may help, example being the local Scout group has a waiting list of 115 young people. The Moor, Clear Crescent Park and the High Street were mentioned as problem areas. ACTION: Investigate CCTV at the Pavilion and playpark as a deterrent. ACTION: Contact other communities to share concerns.

PC020/2627 Correspondence

- a) To receive request from Melbourn Primary School to support Cambridgeshire County Council 'Safer Streets' application and consider impact on current LHI project.

Support of the 'Safer Streets' application was discussed. Cllrs recorded support for the concept but raised concerns about problems being moved to neighbouring roads, volunteers for the gates being the target for abuse, potential objections from the community and the impact this scheme would have on the current approved Local Highways Improvement (LHI) project. Cllrs concluded that the Parish Council will proceed to support the suggested LHI project to install a chicane and barriers in the area in the belief that this would mean the 'Safer Streets' scheme would not be required. If, at a future point, the LHI has not delivered the results expected then support to progress with a 'Safer Streets' application would be considered. ACTION: Office to communicate intention to Melbourn Primary School.

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

PC021/2627 Planning Matters

- a) To receive updates and consider actions.

None received.

PC022/2627 Community Hub

- a) To receive job report and consider further costs of £1,499.90+VAT for switches to be replaced on Stannah stair riser.

Consideration of removal, replacement and repair was taken. Removal is not an option (Equality Act 2010), replacement would be a substantial cost. Repair approved.

It was RESOLVED to approve costs of £1,499.90 for switches to be replaced on Stannah stair riser.

Proposed by Cllr Hart, seconded by Cllr Coulman.

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

Against:

Abstain: Cllr Kilmurray

- b) To receive updates and consider actions.

None received.

PC023/2627 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.

None received.
PC024/2627 Melbourn Timebank & Community Coordinator Reports

- a) To note Timebank expenses.

Timebanking expenses of £51.84 noted.

- b) To receive any updates and consider actions.

April report received with thanks. Successful vaccination event noted.

PC025/2627 To receive an update from the Maintenance Committee

- a) To consider approval of costs to replace vandalised lights at The Moor / Little Hands car park.

It was RESOLVED to approve costs for replacement of 4 lights with vandal proof covers at The Moor at a cost of £220+VAT.

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

- b) To receive any updates and consider actions.

None received.

PC026/2627 To receive an update from the MAYD Joint Committee

- a) To consider approval of increased session cost of £20 for Connections Bus to accommodate another youth worker, to be charged only when attending.

It was RESOLVED to approve the increased session cost of £20 to accommodate another youth worker.

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

- b) To receive any updates and consider actions.

None received.

PC027/2627 To receive an update from the Futures Working Party

Futures will support MAYD in youth initiatives and work with office on determining suitable projects.

PC028/2627 To receive an update from the HR Panel

HR policies will be reviewed and a HR handbook created.

PC029/2627 Chair's Announcements

None received.

PC030/2627 To note the dates of the upcoming meetings as:

- a) Maintenance Committee Meeting, **Wednesday 20 May 2026** at 7.30pm.
b) Community Benefit Grants Meeting, **Wednesday 3 June 2026** at 7.30pm.
c) Planning Committee Meeting, **Wednesday 10 June 2026** at 7.30pm.
d) Maintenance Committee Meeting, **Wednesday 17 June 2026** at 7.30pm.
e) Full Council Meeting, **Wednesday 24 June 2026** at 7.30pm.

Dates for the upcoming meetings were noted.

PC031/2627 Signed Code of Conduct to be received from all Councillors (If Cllr is not in attendance, this will be signed at the first possible opportunity).

All Cllrs present signed the Code of Conduct. Those Cllrs not present will be asked to sign the Code of Conduct and return as soon as possible.

Meeting closed 21:10



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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 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

Clerk

Deputy Clerk

Financial Officer

Timebank & Community Coordinator / MACS / Food Bank

Assistant

Chair

Vice Chair

Councillors

Gloria Alexander

Rebecca Barnes

Audrey Campbell

Graham Clark

Jason Coulman

Ian Cowley

Tina Davey

Sally Ann Hart

Muhilan Kanagarathnam

Steve Kilmurray

Andrew Kyprianou

Paul Laight

Pierre Redelinghuys

Richard Wilson

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Village Wardens

Steve Pitman

Terry Muncey

Conservation Warden

Keith Rudge

County Councillor

Adam Bostanci

adam.bostanci@cambridgeshire.gov.uk

District Councillors

Jose Hales, 23 Elm Way, SG8 6UH

01763 221058

Cllr.Hales@scambs.gov.uk

Sally Ann Hart, 62 High Street, SG8 6AJ

Cllr.Hart@scambs.gov.uk

South Cambs M.P.

Pippa Heylings

pippa.heylings.mp@parliament.uk

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Commented [AW1]: Subject to change 13/05/26

Commented [AW2]: Subject to change 13/05/26

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

**MELBOURN PARISH COUNCIL
COMMITTEES & WORKING PARTIES MEMBERSHIP (May 2026)**

Full Council and Committees
<p>Full Council (13 members) (max 15) Cllr Gloria Alexander Cllr Bec Barnes Cllr Audrey Campbell Cllr Graham Clark (Chair) Cllr Jason Coulman Cllr Ian Cowley (Vice Chair) Cllr Tina Davey Cllr Sally Ann Hart Cllr Muhilan Kanagarathnam Cllr Steve Kilmurray Cllr Andrew Kyprianou Cllr Paul Laight Cllr Pierre Redelinguys Cllr Richard Wilson Vacancies x 2</p>
<p>Finance and Good Governance (max 7) Cllr Alexander Cllr Campbell Cllr Clark Cllr Hart Cllr Kanagarathnam (Chair) Cllr Pierre Redelinguys (Vice Chair) Vacancies x 12</p>
<p>Maintenance Committee (max 6) Cllr Alexander Cllr Barnes (Vice Chair) Cllr Clark Cllr Davey Cllr Kilmurray Cllr Kyprianou (Chair) Maureen and Les Brierley Christopher Selway Keith Rudge Steve Pitman Vacancies x 0</p>
<p>Planning Committee (max 8) Cllr Alexander Cllr Barnes Cllr Clark Cllr Hart Cllr Kilmurray (Chair) Cllr Pierre Redelinguys Cllr Wilson (Vice Chair) Vacancies x 24</p>
<p>MAYD Joint Committee (max 5) Cllr Barnes Cllr Clark Cllr Davey Cllr Kyprianou (Chair) District Cllr Hart Plus representatives from: - Meldreth Cllr Garner (Vice Chair) - Shepreth Cllr Pankhurst MPC vacancies x 1</p>

Working Party / Panels
<p>HR Panel (max 5) Cllr Alexander (Vice Chair) Cllr Barnes Cllr Clark Cllr Davey Cllr Hart (Chair) Vacancies x 0</p>
<p>Melbourn Futures Working Party (min 3) Cllr Barnes Cllr Campbell Cllr Clark (Chair) Cllr Davey District Cllr Hart District Cllr Hales MPC vacancies x 0 <i>Members of the public on a project by project basis</i></p>

ANNUAL REPORT 2026



Melbourn Parish Council

Melbourn Community Hub, 30 High Street,
Melbourn, Cambridgeshire, SG8 6DZ
www.melbournparishcouncil.gov.uk

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ANNUAL REPORT FROM THE CHAIR OF MELBOURN PARISH COUNCIL

I cannot believe that we are already into 2026. The last year has been extremely busy for the Parish Council and staff. I would like to thank the entire team for all their continued efforts in ensuring that residents are supported. Our office team deal with all manner of enquiries, some we can handle ourselves; some must be directed to other authorities. That said, our team are conscious that it is important to be on hand to advise and help where possible.

I would like to take this opportunity to congratulate our Clerk Abigail Williams on passing her CiLCA qualification. The Certificate in Local Council Administration, well done. On a sadder note, I have to report that John Travis decided to step down from the Parish Council in June 2025 after many years of dedicated and loyal service to the community. His energy, guidance and capability will be seriously missed. We all wish him well in his retirement from civic duties.

The team have had a challenging year with a number of office initiatives coming to fruition. The bedding in of a new computer system which was introduced to improve our operation and accounting platforms. This has gone well and we are now starting to see the benefits and efficiencies of the system. This coupled with the updating of our record system, to enable us to meet the requirements of a growing village have ensured we are geared up for the challenges ahead. Furthermore, thanks go out to our Wardens, you will often see them busily attending to village needs. Terry Muncey, screwdriver in hand, will often be seen mending and replacing things in need of repair. If you visit the Moor car park you will see a bug hotel on the grassed area, this was made by Steve Pitman. We are preparing to sow wildflower seeds on the grassed area which, hopefully, will attract wildlife in due course. Something for the Little Hands nursery children to enjoy.

I think it is also important to outline some of the key initiatives that are ongoing. Firstly, through the Time Bank and Community Coordinator Stephanie Trayhurn we have seen a continued growth of the Time Bank initiative, including the successful Cozy Corner, which gets people in the village together, enjoying lunches and activities, all helping to create a community village spirit. We have also seen the benefits of the food bank run out of the

Pavilion building. This is a needed and well supported operation by Stephanie and her team of volunteers.

Also, we are now hopeful that Stockbridge Meadows will be designated a Local Nature Reserve soon. We are liaising closely with County and District Councils to achieve this goal. This is a project that is being worked on by a collective of enthusiasts and volunteers - our own conservation warden Keith Rudge, the River Mel Restoration Group and the Stockbridge Meadows Volunteers have all been actively working hard to achieve this goal fully supported by Abi and her team. We are hoping for good news soon.

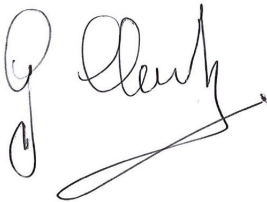
Furthermore, the Futures Working Party has been one of the successful recipients of another Local Highways Improvement (LHI) grant. This grant was pitched to support the safer school initiative. Aiming to make the surrounding area to the Primary School safer with road improvements following a detailed analysis by the LHI team engineers. Hopefully, these improvements will encourage more parents and carers to walk their children to school instead of driving them. Following the successful application the LHI management team will be undertaking a village wide consultation. We hope, this will be well received in the village in order to support a safer environment for our young people. If the consultation is successful, we expect work to commence early 2027.

We are also working on improving youth facilities in the village. Some initiatives are already gaining traction. Mix Music which is proving very successful, and the Connections Bus, but we want to do a lot more. We are currently reviewing our assets and how we can best provide options for our young people. This is not without its challenges and we will be looking to recruit residents with differing levels of expertise to support and assist with the initiatives. So, when the call goes out please if you have the time that you can dedicate put your name forward, successful candidates will be contacted to join the working party, a big thank you in advance. There are no quick fixes here but we on the Council have a passion to achieve a better environment for all of the community.

Now for some housekeeping. Can I ask drivers, please where you see single yellow lines with time restrictions and double yellow lines, do not park there even to nip into the shops, pick up fish and chips and drop and pick up children from the Primary School and College. We may not have regular traffic wardens to police these areas, but the lines are there for a reason. Please park courteously and not in the lined areas. We do have car parks and

unlined areas where you are allowed to park, this is a small inconvenience and adds a few moments to your journey. Please park legally, thank you all for your cooperation. Also, I would continue to encourage households to report potholes. The more complaints County Highways receive the more likelihood we will get repairs made in a more timely manner. We do get potholes repaired but we are really struggling in some areas where the holes are seriously dangerous to cars and especially bikers and cyclists. Visit www.melbournparishcouncil.gov.uk/report-an-issue/ for links to where and how you can report issues.

I would like to finish by saying a big thank you to residents who volunteer for various initiatives around the village, it is lovely to see a community spirit and your efforts help to make Melbourn a great place to live.

A handwritten signature in black ink, appearing to read 'Graham Clark', with a long, sweeping underline.

Graham Clark, Chair of Melbourn Parish Council.

DEMOCRACY ON YOUR DOORSTEP

What democracy means for our community - *local people having a voice*

Democracy isn't something that only happens in the chambers of Westminster - your community is supported by elected councillors that are chosen to represent the community, manage local facilities and deliver services. Melbourn Parish Council is the first tier of local government, the closest link between the community and what happens at District, County and National levels. In 2026 and every four years we all get the chance to vote, choosing the people who will represent our community and make decisions on our behalf. Your councillors don't get paid, it is a valuable voluntary role that is carried out by local people, just like you.

The Parish Council - *they fix potholes, right?*

Melbourn Parish Council is a corporate body with its members elected by the community, if spaces arise between elections members can be co-opted to join the council. Melbourn Parish Council look after many things, including but not limited to:



Maintaining green spaces, verges and play areas.



Commenting on local planning applications as a consultee.



Manage and protect areas of nature such as Stockbridge Meadows.



Supporting community projects and events such as the Food Bank.



Managing and maintaining parish assets.



Providing, managing and maintaining the cemeteries.



Provide public waste bins and arrange collection.



Providing, managing and maintaining allotments.

As your local connection to Government the parish council signpost where to report issues with things such as highways, streetlights, transport, housing and potholes! Although Melbourn Parish Council doesn't have the power to fix potholes it does represent the community by highlighting issues such as this with County and District colleagues. On their own parish councils have limited powers to make decisions but they do have the ability to negotiate with, and the power to influence, other authorities that do make the decisions - mainly the District and County Council but also health authorities and the police etc. These organisations rely on the parish council reporting how a community feels about a subject, in this regard its views will be taken seriously. This is where you come in...

Democracy only works when people take part. You can be part of the democratic process by attending parish council meetings, voting in elections, engaging in consultations and sharing your thoughts on local issues.

Could you help shape your community - or know someone who could!

If you are eligible and are nominated and seconded by two eligible electors, you can stand as a candidate for election as a parish councillor. If there are more candidates than seats, then an election takes place - if there are fewer candidates than seats then all candidates are elected uncontested. As an elector in the parish, you can nominate potential candidates for election; encourage people to stand for co-option if casual vacancies are open and vote for candidates that best represent your interests.

If a seat becomes vacant on the council a Notice of Vacancy is posted to allow eligible electors to call for an election (as long as there is at least six months left until the next ordinary election of the parish council). If no election is called then the parish council can co-opt. Co-option applications are considered at a parish council meeting where councillors vote on whether to co-opt.

Am I eligible to stand?

All candidates must:

- ✓ be a least 18 years old.
- ✓ be a UK or qualifying Commonwealth citizen,
- ✓ be an elector of the parish, **or** (for the 12 months previous to nomination);
 - ✓ occupied land or other premises in the parish
 - or;**
 - ✓ had your main
 - or;**
 - ✓ lived in the parish or within three miles of the parish boundary.

Your Parish Council



Eight members of staff



15 councillor seats



Two current vacancies



Located at the heart of the village in the Community Hub



Served by dedicated County and District representatives

If you care about your community and want to serve as a voice for those around you consider standing for a seat at the next election or apply for co-option. For more details contact the Clerk on the details below or speak to one of the current councillors.

Democracy in action - *don't assume someone else will represent you, use your vote!*

Keep an eye open for summons to parish council meetings, notice of election or opportunities to get involved and think about how your voice should be heard.

REPORTS FROM COMMITTEES & WORKING PARTIES OF THE PARISH COUNCIL

Planning Committee

Members of public and how many (no names need to be given)	N/A
Meeting dates to present	<p>2025: 6 May, 9 June, 9 July, 13 August, 10 September, 8 October, 12 November, 10 December</p> <p>2026: 21 January, 11 February, and 11 March, (not held at date of report)</p>
Overview / Report of what the Committee / WP has been doing to date	<p>Consider all planning applications submitted within the bounds of the Parish and larger applications close to the borders. Support or object to the applications on good planning grounds and make comments on behalf of the Parish Council.</p> <p>In the year 2025/26, the Planning Committee considered 91 planning applications – including 29 tree works and 27 Discharge of Conditions applications for the major developments or PRIOR applications within the village. We have supported nearly all of the applications with or without comment, and submitted objections to 3 planning applications and 1 tree works. The planning committee has also considered the land transfers of open spaces in the major developments.</p> <p>There have been 66 Notifications of Decisions received from the Greater Cambridge Shared Planning (GCSP) of which 1 differed from the MPC Planning Committee's choice. 1 application was withdrawn and 1 was overruled at appeal.</p>
Any future proposals of what they are going to do	Continue to monitor all applications within the Parish – especially the larger applications and hold existing developments to account where Conditions are not being met.

Finance & Good Governance Committee

Members of public and how many (no names need to be given)	Max 7 Councillors. No members of the public.
Meeting dates to present	22 July 2025, 4 November 2025, 16 December 2025, 21 April 2026 (yet to be held)
Overview / Report of what the Committee / WP has been doing to date	<p>Reviewing Parish Council spending to ensure value for money.</p> <p>Review income streams (Cemeteries, Little Hands, match fees for football pitches, Pavilion rental and allotments).</p> <p>Reviewing the annual budget and recommending the precept to Full Council.</p> <p>Regular review of policies.</p> <p>Monitoring of the Asset Register and the Asset Management Reserve.</p> <p>Verifying all statutory information is published.</p> <p>Review effectiveness of the internal and external audits.</p> <p>Checking the quarterly VAT refund has been submitted.</p>
Any future proposals of what they are going to do	Continue to review all activities of the PC to ensure good governance and prudent finance.

Prepared by: Abigail Williams on behalf of Cllr Muhilan Kanagarathnam, Chair Finance & Good Governance Committee.

Maintenance Committee

Members of public and how many (no names need to be given)	3 members of the public and MPC warden representatives.
Meeting dates to present	15 May 2025, 19 June 2025, 24 July 2025, 27 August 2025, 15 October 2025, 19 November 2025, 28 January 2026, 18 February 2026, Upcoming - 13 April 2026, 20 May 2026
Overview / Report of what the Committee / WP has been doing to date	<p>The committee continues to address routine and non-routine maintenance issues that are both planned and emergency. This includes maintaining general maintenance contracts and the servicing of LEAP (local equipment areas for play) and LAP (local areas for play) spaces.</p> <p>The operating budget was stable through the year – Wardens continue to take on maintenance projects. Tree works have been less than budgeted with future works planned for the next financial year after the completion of the biennial parish tree survey.</p> <p>The 3-year village maintenance contract was tendered and awarded in June 2024 – parcels of land are quoted and added as they are acquired by the Council.</p> <p>Plans for adopting green space and LEAP and LAP on the Hopkins estate are still being negotiated.</p> <p>Asset management projects included improving the Litte Hands building, updating bins across the village, mending benches and maintaining parish buildings.</p> <p>Stockbridge Meadows continues with the application to be designated as a Local Nature Reserve.</p>
Any future proposals of what they are going to do	Future projects include ongoing bin replacements across the village, development of memorial garden at New Road Cemetery and a parish wide review of assets.

Prepared by: Abigail Williams on behalf of Cllr Andrew Kyrianou, Chair Maintenance Committee.

HR Panel

<p>Members of public and how many (no names need to be given)</p>	<p>No members of public 5 Councillors (Max 5)</p>
<p>Meeting dates to present</p>	<p>The HR Panel meets most months and more frequently when responding to recruitment and appraisal/performance management duties.</p> <p>Both Zoom and in-person meetings continue to be used to facilitate HR Panel contact.</p> <p>All staff appraisals and performance review meetings are in-person. (The HR Panel lead on Clerk and Financial Officer reviews and a representative is present at meetings where the Clerk takes the lead). All current members of the HR Panel have taken part in these meetings.</p>
<p>Overview / Report of what the Committee / WP has been doing to date</p>	<p>As previously reported, both the Clerk and Deputy Clerk started their Certificate in Local Council Administration, CiLCA, training last May: we congratulate the Clerk for successfully completing this at the end of January 2026 thus ensuring MPC will continue to hold General Power of Competence following the elections in May provided at least 10 councillors are elected.</p> <p>A member of the HR Panel has monthly meetings with the Clerk to identify any concerns or areas that require support. From these meetings we are aware office space is an on-going issue and will continue to liaise with the Clerk to support future solutions.</p> <p>The HR Panel has its full complement of Councillors – many thanks to Cllr Davey for joining us and sitting in on recent appraisal meetings to get an overview of how these are conducted.</p>
<p>Any future proposals of what they are going to do</p>	<p>To continue to support the Clerk via regular meetings with a member of the panel.</p> <p>To follow guidance from the Clerk regarding policy updates.</p> <p>Following agreement at full council in February, to commence the process of recruitment for another Community Co-ordinator to focus on developing youth provision/services.</p>

Futures Working Party

Members of public and how many (no names need to be given)	Currently one member of the public and five councillors (Max 5).
Meeting dates to present	The Futures working party (FWP) does not have specific meeting periods or dates for meetings. However, the group does meet at least every quarter. Additional meetings will take place if warranted by specific objectives needed to be met.
Overview / Report of what the Committee / WP has been doing to date	During the last year the key focus has been to progress with the LHI application to increase security and safety measures around the primary school. The application has been successful, and we are working closely with the County Councils LHI team to progress this initiative. The next phase of the initiative is for a public consultation to take place organised by the LHI team. If this is successful, we will then move onto the full planning phase of introducing the needed safety measures around the primary school.
Any future proposals of what they are going to do	The group will be looking to link up with the MAYD working party to work on specific youth initiatives in the village.

Prepared by: Cllr Graham Clark, Chair Futures Working Party.

MAYD Joint Committee

Members of public and how many (no names need to be given)	No lay public – includes Parish Councillors from Shepreth, Meldreth and Melbourn, District and County Councillors from Cambridgeshire, Youth delivery contractors and Cambridge County Council Youth Services.
Meeting dates to present	20 November 2025, 5 February 2026
Overview / Report of what the Committee / WP has been doing to date	<p>The Joint Committee continues to tackle the provision of youth service options to cater for the local youth community.</p> <p>Mix Music DJ Workshop continues to provide a safe space to experiment with music and develop skills in business, marketing, arts and crafts. Providing an environment to socialise and build confidence. Workshops run on a Monday evening either from the Pavilion or a private studio. Mix Music have been able to offer other services to the community, including hosting daytime discos and providing DJ services for local volunteer groups.</p> <p>The Connections Bus continues to provide a mobile youth club (Tuesday evenings at Melbourn Village College). The service is extremely popular with young people, the new bus has provided opportunities for young people to gather, learn and have fun.</p>
Any future proposals of what they are going to do	It is planned to continue with the services above. Research is taking place into the development of youth provision in the area via extending or renovating parish buildings and by the introduction of a Youth Community Worker.

Prepared by: Abigail Williams on behalf of Cllr Andrew Kyprianou, Chair MAYD Joint Committee.

Timebank and MACS (Melbourn Action Community Support)

Prepared by: Stephanie Trayhurn, Timebank and Community Coordinator

Highlights

<p>MACS Food Bank moved to Pavilion and operating hours adjusted Cozy Corner has c30 visitors per week 17 lunches served per week on average Support MPS & MVC with Food bank bags, breakfast foods, snack items and Craft supplies P3 Drop-in sessions 2nd and 4th Thursday of every month at Food Bank MACS received HSF Grants Community Food initiative Grant received in January to fund Slow Cooker event where 30 cookers with fresh ingredients were distributed</p>
Community Growing grant received for Community Allotment
MACS Craft Fairs at Easter and Christmas raised over £600
Well-being Walk regularly has over 20 attendees with a team of 5 Walk leaders
Community Growing Grant received Timebank took over Community Allotment
<p>April Aquathon team raised £400 for MACS and Home start Trusted Partner Status retained</p>
<p>May Daytime Disco introduced in conjunction with Mix Music VE 80 years Tea Party held at Cozy Corner</p>
<p>June Community Support for Dementia trip to Felixstowe with TB members SDC Information event at Cozy Corner – 53 attendees</p>
<p>August Big Picnic attended by over 50 people</p>
<p>September Digital Champion role introduced at Cozy Corner</p>
<p>October Kurling introduced at Cozy Corner Chair based Yoga introduced bi weekly at Coffee morning Coffee morning relocated to Vicarage Close</p>
<p>November Vaccination event 10th Food bank moved to The Pavilion Slow Cookers distributed to Cozy Corner visitors via ACRE</p>
<p>December Christmas lunch at Hub with 49 attendees</p>
<p>January Community Food Initiative Grant received in January to fund Slow Cooker event for providing 30 cookers with fresh ingredients</p>
<p>March Slow Cooker event – over 30 slow cookers distributed across the community Fund raiser for Arthur Rank Hospice in memory of Sylvia Stanford Community Support for Dementia open day and workshops</p>

On - going weekly & monthly activities

Mondays	Food Bank 9.30-11.30 and Cozy Corner 12-3 Games nights once per month	
Wednesday	Wellbeing Walk 10.30 Yoga 17.00	
Thursday	Food Bank 9.30-11.30 Coffee Morning 10-12 Cozy Corner 12-3.00	
Saturdays	Memory Cafes every month Daytime Discos	

Membership

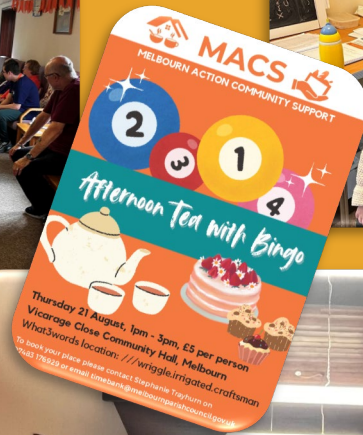
	Apr 25	March '26
Individual Members	167	175
Organisation Members	18	18

Total Hours exchanged

Apr '25	March '26
24,836	31,451



MACS CRAFTS
All proceeds in aid of
Melbourn Action Community Support
Wednesday 19 November, 9.30am – 1pm, The Hub

MACS
MELBOURN ACTION COMMUNITY SUPPORT

2 1 4

Afternoon Tea with Bingo

Thursday 21 August, 1pm - 3pm, £5 per person
Vicarage Close Community Hall, Melbourn
What3words location: // wriggle.irrigated.craftsman
To book your place please contact Stephanie Taylor on
0443 79629 or email timebank@melbournparishcouncil.gov.uk




Warm Welcome Week




MACS TIMEBANK EVENTS
MACS is a Timebank group helping to deliver
community events throughout the village.

WHAT'S ON IN AND AROUND MELBOURN...
Daytime Discos Quarterly, Vicarage Close

MONDAY
Food Bank 9.30 - 11.30am, The Pavilion
Cozy Corner 12 - 3pm, Vicarage Close
Lunch at Cozy Corner - booking essential!
Craft Group at Cozy Corner
Games Night, 7pm - once a month at The Black Horse

WEDNESDAY
Wellbeing Walk 10.30 from The Hub
Yoga 5pm Elm Way, Community Centre, Meldreth

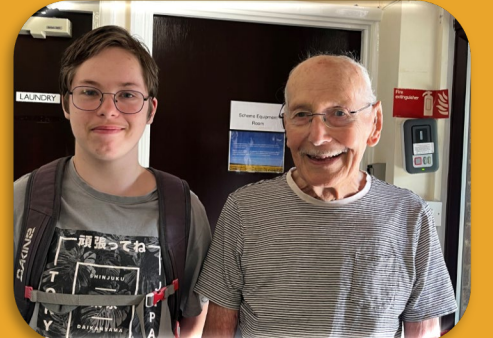
THURSDAY
Food Bank 9.30 - 11.30am, The Pavilion
Cozy Corner (closed 4th Thursday of the month)
12 - 3pm, Vicarage Close
Craft Group / Seated Yoga / Kurling
Coffee Morning 10 - 12noon, Vicarage Close

SATURDAY
Memory Café (Community support for Dementia)
Once a month 2 - 4pm @ Meldreth Village Hall

For help, donations or to volunteer please contact
Stephanie Traynham on 07483 719529 or email
timebank@melbournparishcouncil.gov.uk




THANK YOU!



Celebrating our volunteers



MACS
MELBOURN ACTION COMMUNITY SUPPORT

Supported by
MUSIC

Daytime Disco

Sat 13 September 2025, 2pm - 4pm,
Vicarage Close Community Hall, Melbourn
What3words location: ///wriggle.iriirig
For more information please contact Stephanie
017483 176929 or email timebank@melbournpa

MACS
MELBOURN ACTION COMMUNITY SUPPORT

MACS is a Timebank group helping to deliver community events throughout the village.

Tuesday 3 March
12-2pm
SLOW COOKER EVENT

The Pavilion, Melbourn
What3words location: ///swing.that.putts

ESSENTIAL!
shcouncil.gov.uk
ce.

For further information please contact
017483 176929 or email
shcouncil.gov.uk





TO RECEIVE REPORTS FROM THE PARISH COUNCIL REPRESENTATIVES ON VILLAGE CHARITIES AND OTHER ORGANISATIONS

Trigg's Charity

The Trigg's Charity was set up in 1821 by John Trigg of Melbourn who left £2,000 for the establishment of a school for poor children in Melbourn, Meldreth and a six-mile radius in South Cambridgeshire. The school was held in a barn but in 1854 was superseded by an infant's school built by John Mortlock and the Trigg's Charity money was distributed in the form of prizes, Arithmetic or Woodwork for the boys and needlework for the girls.

Occasionally money was given for a scholarship to a Cambridge school. Nowadays, the money is more likely to be requested for library, classroom or playground equipment or computer accessories. Each year the charity is restricted to dispersing only the interest on our capital investment, so not huge sums.

The Trigg's Charity demands a moiety between the Melbourn and Meldreth Schools and the other schools in the area.

In 2025 the Trigg's Charity once again invited applications from seven of the nine local schools eligible for grants. The trustees awarded grants of varying amounts totalling £8,000 to all seven schools who applied to support a number of exciting projects, including contributions towards inspirational speakers, live orchestra performances, sensory garden seating, a music and dance workshop, enhancing an outdoor play area and school trips.

The charity will be reaching out to the schools again this year to invite applications and hopes for a similar high response rate and existing range of grant funded activities that the charity can at least in part help facilitate.

Phil Stewart, Treasurer and Secretary

Martins Charity

The opening balance on 1st April 2017 - £21.55

The closing balance on 31st March 2018 - £21.55

The Clerk, 1 March 2026

Francis John Clear Almshouses

Annual Summary to Melbourn Parish Council 2025

This is my Annual Summary no. FIFTY from FJCA Charity.

Happily this is a short account - in 2025/6 our damp difficulty at no.55 was finally put away - at a cost and with much hard work! Our happy inhabitants flourish in first class accommodation and I would say things jog along amiably.

Our financial affairs stay in good condition and many trustworthy artisans maintain our building. Our Chairwoman has a tight grip on all transactions and all discussion is harmonious. All is good and flourishing.

I am happy to submit my account of our situation at FJC Charity.

Mavis Howard



Desperate to keep my mind alert as I approach 92 I have typed my report using a little ruse - I wonder if you can see what I have done?

Mavis

Turn to page 38 to find out...

Melbourn & District Warden Scheme

Supporting the elderly and mobility impaired to remain independent in their home.

The scheme has some 64 clients and offers its services in the villages of Melbourn, Meldreth, Shepreth, Whaddon, Barrington, Harston, Hauxton and Grantchester, Foxton, Fowlmere and Orwell.

To cover these villages, the scheme has 8 wardens.

Services offered, include regular visits, daily phone calls, monitoring of health and safety, as well as providing practical errands, emotional support, and signposting to other services. The clients receive a regular internal scheme magazine that is produced by the team to connect clients, share stories, news and provide advice, fun quizzes and word searches.

At Christmas, we took the MDWS clients for a Christmas lunch outing at Melbourn Hub, as you can imagine it was no mean feat transporting and supporting so many mobility impaired clients. The clients loved the event, and the staff at Melbourn Hub did us proud.

The clients really enjoy these social occasions, and other outings are planned for the summer.

Satisfaction with our service is still high. Data collected regularly by MDWS, evidences the strong community and financial value add of our scheme. This is also due to the continued support by PC's and the trustees wish to extend their gratitude to all Cllrs.

Cllrs are aware of the local government reorganisation that's taking place in 2028. MDWS trustees are concerned and wary of how the funding they currently receive from SCDC (previously reported last year) will continue for the remainder of the 10 year projected funding plan. This funding is programmed to reduce by 10% annually, whilst scheme client fees rise accordingly. The plan was that by Yr10 the SCDC funding will stop, and all schemes will be self-funding. This may be in jeopardy now. As a trustee board we will inform all participating Parish Councils when we hear what plans and funding measures are put in place, nearer 2028.

In readiness, the MDWS board will continue to increase client fees as programmed, working towards self-reliance as planned.

We hope that this future plan meets with council approval. Thank you.

Jose Hales, Scheme Secretary

Melbourn Community Hub

2025/26 has been an interesting and exciting year - but also challenging. The services that The Hub continues to develop, often in partnership, offer an array of positive community benefits.

Alongside our core café, library and room hire services, more health and wellbeing services continue to evolve. An increased focus this year has been women's health services, including the introduction of cervical screening. The Hub also became the home for local podiatry and osteopathy. Cambridge Building Society now have regular space at Melbourn Hub, enabling the retention of this popular financial service within the village.

The extensive list of services that the Hub has provided - or continues to provide - was shared at the January 2026 Parish Council meeting and can be viewed via the Parish Council website.

1. People

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

We have continued to provide local employment for 17 staff during this reporting year and volunteering opportunities for around 40 people.

The Management Group welcomed a new director in late 2025 and we now have 9 directors, all of whom offer their time and skills voluntarily.

2. Financial

The Hub's income relies primarily on that from the café; room hire and the Parish Council's license to occupy fee. The Hub has not escaped the challenges that the hospitality sector continues to face, with ongoing increases to the minimum wage and NI, plus high food and drink costs and other ad hoc expense.

Balancing affordability for the community (to remain inclusive) against rising costs, has required careful management.

The Hub has again not requested any grant funding for this flagship community asset from The Parish Council during this reporting year, despite these challenges.

The great social benefit of Health at The Hub (HATH) has been evidenced from analysis undertaken by accredited social value specialists. In 2024 HATH had delivered "a very high level of social value" and the benefit cost ratio is rated 'high' by the 'Ministry of Housing, Communities and Local Government'.

3. Operations

The current café chairs need replacing to ensure customer safety and comfort and these have now been ordered. This is within general maintenance costs for the Parish Council.

During 2025, The Hub was required for compliance reasons to have a fat trap installed in the café kitchen - adding significant cost for the Hub Management Group.

The cafe remains popular, seeing many busy days and the room hire position is currently positive, with existing and new long-term room hire arrangements for health, outreach and other local services, indicating excellent room hire growth for 2026.

Events at The Hub in the last year, includes Concerts, Craft Fairs and our big free seasonal event 'Turn on to Christmas'. We have delivered a fun family Halloween trail as well as the library delivering free films for children and Story time for the under 5s.

4. Looking Forward

The Hub is planning more public events and looks forward to a general Spring refresh of the café space helped by the introduction of the new café chairs.

The Parish Council, following a growth in staff numbers, seek larger office space and are exploring solutions with us. If no suitable solution can be found within The Hub, this will require further discussion between parties to understand what effect this may have upon the current Hub income stream model.

The Parish Council engaged a solicitor to interpret the Hub lease, to help the Parish Council to better understand their role and responsibilities. The Hub Management Group are satisfied that the recent interpretation continues to match their own and original understanding of the lease, supporting the ongoing good relationship between parties.

Melbourn Community Hub Management Group

Melbourn & Meldreth Lunch Club

Melbourn Hub provides a weekly lunch club every Tuesday for older residents, quite a few of whom are mobility impaired and clients of Melbourn & District Mobile Warden Scheme.

Lunch club is incredibly important, as it enables those with limited opportunities, to socialise, to come together, meet new people, chat and enjoy a delicious cooked meal. The Lunch Club offers a subsidised two course hot lunch with, juice, and tea and coffee. Seven of those currently attending benefit from transport to the Hub, provided by kind volunteers who offer to drive them to The Hub, without which they would be unable to attend.

Membership is currently around 14, but we can comfortably fit 18, so we are trying to reach out to new participants, who may wish to join.

The members look forward to their lunch each week, they also particularly enjoy having a chat with other lunch club members and staff. For some, this may be the only chance they have to socialise all week. Our Members are often complimenting us on not only the food but also the whole enjoyable experience of coming together to socialise with lunch club friends.

It is with grateful thanks to Melbourn Parish Council for their financial contribution which helps towards keeping the meals at an affordable price for the members.

Gemma Dowling, Melbourn Hub Manager

Melbourn Action Community Support (MACS)

MACS is part of Melbourn Timebank and supported by Melbourn Parish Council.

The Food bank opens on Mondays and Thursdays from 9.30 - 11.30 at the Pavilion (what 3 words location ///swing.that.putts) on a 'no referral, no voucher basis and provides help with food to members of our community.

Cozy Corner opens on Mondays and Thursdays from 12-3 (except 4th Thursday of the month) in Vicarage Close Communal Room (what 3 words location /// wriggle.irrigated.craftsman) providing a safe, warm welcome. A place of connection and belonging where you can enjoy free refreshments, play games, join the craft group or just sit and chat.

MACS has a fabulous and committed team of volunteers and is also supported by many kind members of our community; individuals and businesses alike who donate food and money to make this all happen even in these hard times. Each and every donation is truly appreciated.

Look out for the Melbourn Timebank events calendar that details all activities, such as our Games Night, Day Time Disco and more! Please do not hesitate to contact me for further information or to get involved.

Stephanie Trayhurn, Melbourn Timebank and Community Coordinator

MACS TIMEBANK EVENTS

MACS is a Timebank group helping to deliver community events throughout the village.

WHAT'S ON IN AND AROUND MELBOURN...

Daytime Discos Quarterly, Vicarage Close

MONDAY

Food Bank 9.30 - 11.30am, The Pavilion.

Cozy Corner 12 - 3pm, Vicarage Close.

Lunch at Cozy Corner - booking essential!

Craft Group at Cozy Corner

Games Night, 7pm - once a month at The Black Horse

WEDNESDAY

Wellbeing Walk 10.30 from The Hub

Yoga 5pm Elin Way, Community Centre, Meldreth

THURSDAY

Food Bank 9.30 - 11.30am, The Pavilion.

Cozy Corner (closed 4th Thursday of the month)

12 - 3pm, Vicarage Close.

Craft Group | Seated Yoga | Kurling

Coffee Morning 10 - 12noon, Vicarage Close

SATURDAY

Memory Café (Community support for Dementia)

Once a month 2 - 4pm @ Meldreth Village Hall

For help, donations or to volunteer please contact
Stephanie Trayhurn on 07483 176929 or email
timebank@melbournparishcouncil.gov.uk



Cam Valley Community Rail Partnership



2025-26 ANNUAL REPORT



South
Cambridgeshire
District Council



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Introduction by the Chair

Susan van de Ven

We are delighted to present a picture of our evolving Community Rail Partnership, now the 'Cam Valley CRP', which has grown from three village stations to a network of five – Meldreth, Shepreth, Foxton, Shelford and Whittlesford Parkway – plus the new Cambridge South Station. Set to open in June, Cambridge South brings enormous potential to connect individuals to education, employment and public services in new ways.

Our report demonstrates, through action, our core purpose: building on a foundation of community development, social responsibility and an eye on the horizon.

Our bread-and-butter work has continued throughout the year, including rail safety education with Foxton Primary School, and the Travelling Garden hosted at Shepreth Station. The Meldreth Link path between Meldreth Station and Melbourn has been a hub of activity, with people and groups of all ages creating spectacular displays of wildflowers and spring bulbs along the verges. This complements the remarkable work of our station gardeners. Our thanks go to all involved.

We continue to support improvements to local infrastructure, including work to optimise level crossing operations where they intersect with busy roads.

In Whittlesford, Shelford and Cambridge South, we have forged new relationships with train operating companies, parish councils, gardening and scout groups and local businesses, including the Cambridge Biomedical Campus partnership. We're also delighted to welcome a new director to our governing Community Interest Company, who brings fresh perspective and new local connections.

This is a time of change for rail services, with nationalisation and Great British Rail on the way, as well significant shifts in Local Government and Local Transport planning, through forthcoming Local Government Reorganisation. We aim to move with these changes while maintaining strong and growing roots in our communities.



CIC Directors Peter Sutton, Brian Clarkstone and Richard Williams with Project Officer Sarah Grove and Chair Susan van de Ven

Cam Valley CRP

About us

Our Community Rail Partnership is committed to community development, working closely with schools, groups and businesses associated with our local rail services, and improving sustainable transport links for the benefit of the wider area.

The partnership is accredited by the Department for Transport. Accreditation is formal recognition by the DfT that a Community Rail Partnership operates to a high standard and that its objectives and activities are supported by Government.

The partnership would like to thank all our station volunteers, members of the Stakeholder Group and Sarah Hatcher for recording the minutes of meetings.

Our partners



Melbourn Parish Council
Meldreth Parish Council
Shepreth Parish Council
Foxton Parish Council
Great Shelford Parish Council
Whittlesford Parish Council

Melbourn Village College
Melbourn Timebank
Foxton Gardens Association
Meldreth Veg Club
Philimore Garden Centre
Melbourn Practical Solutions Group



Providing a Voice for the Community

Championing local concerns and ensuring community perspectives are heard in major rail and infrastructure discussions

We engaged closely with local residents and parish councils on issues surrounding the upgrade of the Meldreth Road Level Crossing. We facilitated a visit of local representatives to both the Foxton Signal Box and the Cambridge Power Box so that councillors could learn about the operation of our three local crossings both individually and as part of the network. We have been representing community interests during the development and preparation for opening of Cambridge South, with a focus on onward travel and connections into the Biomedical Campus and beyond. In parallel, we have continued our dialogue with East West Rail, advocating for clarity, early engagement, and the protection of local needs as the project progresses and for the facilities provided to rail travellers to be of the highest quality. Across all three areas, the CRP has worked to ensure that the perspectives of South Cambridgeshire's communities remain central to decisions that shape their rail network and the places they live.



Promoting Sustainable & Healthy Travel

Encouraging environmentally responsible and confident travel through education, creativity, and community outreach.

ANNUAL REPORT 2025-26



Working closely with Foxton Primary School, we delivered engaging rail-safety sessions and curriculum led rail trips, helping pupils build the skills they need to use public transport independently and safely. These sessions supported both sustainable travel habits and wider life skills, ensuring that young people see the railway as a safe, accessible, and positive option for everyday journeys.

We also brought sustainable travel to life through hands-on, place-based projects. At Shepreth station, in partnership with Sustainable Shepreth, the CRP hosted the Travelling Garden, offering an interactive way for passengers and local families to explore themes of biodiversity, wellbeing, and greener journeys. Meanwhile, our promotion of the Cam Valley on the Railway 200 Inspiration Train, supported by resources funded by the CRDF helped spotlight rail-accessible days out and active travel links across the region.



Through these initiatives, we encouraged residents and visitors alike to choose rail for leisure, connect with local landscapes, and experience the health and environmental benefits of sustainable travel.

CAM VALLEY CRP

Bringing Communities Together

Supporting diversity & inclusion

Our achievements this year were made possible by the incredible dedication and community spirit of our volunteers.



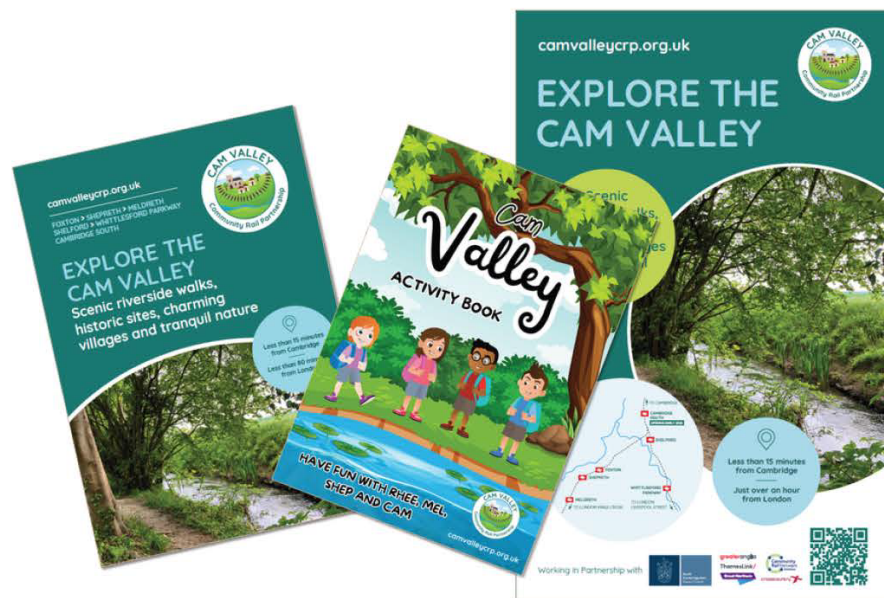
We are so proud of our work on the Meldreth Link Path this year. Our activities began in April (top left) when the Melbourn Guides and volunteers from Meldreth and Melbourn helped to prepare the ground and sow wildflower seeds, funded by a Community Chest grant from South Cambridgeshire District Council. The wildflowers produced a beautiful display shortly after (top middle). In July, we celebrated the official opening of the path with the Greater Cambridge Partnership and our colleagues from GTR (top right).

In October, to raise awareness of MIND, the GTR Corporate Charity, we led one of the Melbourn Timebank Well-being Walks to view the wildflowers (bottom right) which continued to delight well into November (bottom middle). In December we held a Community Bulb Planting event, supported by local volunteers. We were very grateful for the bulbs donated by local residents (bottom left) and the generous discount offered to us by Philimores Garden Centre to purchase even more.

We are pleased to have provided these volunteering opportunities and to continue supporting the improvement of this vital link between Melbourn and Meldreth Railway Station. Our amazing volunteers this year have also included our stalwart station gardeners and adopters at all our stations as well as our Duke of Edinburgh watering volunteers, with a special shout out to the staff of Corteva on the Melbourn Science Park who came for two days of litter picking and scrub clearing at Meldreth.

Supporting Social & Economic Development

Supporting local attractions and businesses through celebrating and promoting all the Cam Valley has to offer



The expansion of the CRP has enabled us to rebrand with a geographical focus on the Cam Valley and its distinctive features - chalk streams, thatched cottages, country pubs and easy cycling and walking routes. A grant from the Rural England Prosperity Fund has supported the development of an updated website showcasing the region, along with new walking and cycling route maps and welcome boards to be installed at all six stations. Promoting the region locally and nationally will encourage visitors to expand their horizons beyond Cambridge City, helping to support local attractions and businesses.

Our new activity booklet for children includes a range of fun puzzles and games to keep younger travellers engaged during rail journeys, while also featuring a rail safety checklist and information about our vital local chalk stream habitats. The children illustrated in the booklet are named after our local rivers and tributaries: Rhee, Mel, Shep and Cam.

Strengthening the Partnership

Deepening our connections across the region through shared events, national campaigns, and active involvement in the wider Community Rail movement

This year has seen us collaborating with our CRP colleagues across the Eastern Region and beyond. After attending the Railway 200 Inspiration Train in Lowestoft, we were delighted to be invited by Greater Anglia to join the train again in Cambridge in January, sharing the experience with our colleagues from Hereward and Ipswich to Cambridge CRPs. One highlight of the year was helping on the Hereward Santa train between Ely and Peterborough - an elf's work is never done!

Another highlight was working with our Thameslink colleagues on the Chorus for Change event, bringing together a flash mob of singers from across the network to London King's Cross to celebrate the positive impact of music on mental health.



We were delighted to attend a parliamentary reception hosted by the Community Rail Network (CRN) to raise the profile of the Community Rail movement. Our MP for South Cambridgeshire, Pippa Heylings, visited the event and was presented with our annual report and line guide.

We have taken an active part in CRN forums throughout the year, including Education, Tourism and Integrated Transport. We were pleased to discover last year's Safety of Women and Girls event had inspired other community rail colleagues to hold their own. We have also participated in CRN campaigns including Community Rail Week and Days out by Rail, and have updated our website with new pages to match the themes such as "Rails to Reels" showcasing TV and film locations accessible from our stations.

Community Rail Awards

We were delighted that our photographic entry “How do you like the new banner?” was shortlisted for the Community Rail Awards this year. Our thanks go to South Cambridgeshire District Council for supporting the design and production of the new banner, to Community Rail Norfolk for hosting us for the day in Lowestoft, and to Ben Walsh for being such a good sport and having his photo taken.



Financial Statement

The Cam Valley CRP is extremely grateful for the continued funding support from Govia Thameslink Railway and South Cambridgeshire District Council. Funding from Greater Anglia, Cambridgeshire County Council and Cambridge City Council has allowed the Partnership Officer to increase hours to cover new stations and new projects. We are also thankful for the continued support of our Parish Councils in Meldreth, Melbourn, Shepreth and Foxton, and to the directors of the Meldreth, Melbourn, Shepreth and Foxton Community Interest Company who provide financial governance.

Accounts for 2025-26

Income

Core Funding

Grants

Brought forward from 2024-25

Total Income

Payments

Partnership Officer

Operational Expenses

Projects

Accounting

Total Payments

Balance at 31st March 2026

**Accounts not available
at time of publishing.**



CAM VALLEY
Community Rail Partnership

Contact Us



Email

sarah.grove@scambbs.gov.uk



Website

camvalleycrp.org.uk



Facebook

[CamValleyCRP](https://www.facebook.com/CamValleyCRP)



Instagram

[camvalleycrp](https://www.instagram.com/camvalleycrp)



Community Allotment

We are pleased to report that our first full year on the communal allotment has been a reasonable success. Weather conditions were mixed – kind at times and challenging at others. The dry spring helped reduce the slug population but also led to poor flower setting on the runner beans, resulting in a disappointing crop. Despite the storms later in the year, our small polytunnel remained intact, while several others on the site were less fortunate.

We greatly appreciated the generous council grant, which enabled us to reinforce the existing raised beds, create several new ones, and purchase seeds, equipment, and compost while we work towards producing our own. The supply of bark chippings and soil improver was also very welcome and proved beneficial to many allotment holders across the site.

This year has been a learning curve for us, particularly through experimenting with companion planting and the increasingly popular no-dig approach, which has required noticeably less effort and energy.

During the main growing season, we were able to supply the Food Bank on a bi-weekly basis with a wide range of produce, including lettuce, cabbage, carrots, courgettes, French beans, broad beans, tomatoes, onions, and potatoes. Fruit harvests included rhubarb, gooseberries, and apples. The strawberry bed was somewhat disappointing; however, we remain hopeful for the second year. Should it fail again, the area will be reassigned to potatoes. While there were a few additional setbacks, these have provided valuable lessons for future planning.

Throughout the dry summer months, the on-site water supply proved invaluable, and we refilled the water butts on several occasions. Recent work to the boundary hedge has improved access to the plot and increased light levels, both of which have had a positive impact.

Overall, it has been rewarding to establish a presence over the past twelve months, to meet and learn from other plot holders, and to share some of our knowledge with new members of the allotment association.

Jenny Thame, Community Allotment Holder

**i**

Mavis set you a little challenge in her report - did you work it out?

A concise report written as a lipogram - completely omitting the letter 'e'!

GRANTS AWARDED IN 2025 – 2026 AND HOW THE MONEY WAS SPENT

Balance brought forward from 2024/25	£456.67
Awarded for distribution 2025/26	£57,563.66
Available for distribution 2026/26	£58,020.33

Community Benefit Grants applications awarded 2 June 2025

Melbourn Library	£200.00
Melbourn Hub Lunch Club	£3,500.00
St Georges Allotment	£1,487.31
Melbourn Dynamos Football Club	£7,734.00
Community Support for Dementia	£5,798.00
Melbourn Fete Committee	£3,000.00
All Saints Church	£3,655.00
Melbourn District Warden Scheme	£3,000.00
Melbourn Primary School PTFA	£6,003.99
1st Orwell Scouts	£3,475.12
Total awarded June 2025:	£37,853.42

Available for distribution December 2025: **£20,0166.91**

Community Benefit Grants applications awarded 3 December 2025

Home-Start Royston & South Cambridgeshire	£4,247.82
Melbourn Baptist Church	£2,153.99
Melbourn Squash Club (awarded 75% of requested)	£975.00
Mix Music (awarded 80% of requested)	£6,560.00
Turn on to Christmas	£1,280.00
Total awarded December 2025:	£15,216.81
<i>Balance to carry forward:</i>	<i>£4,950.10</i>

Melbourn Library

Some of the items purchased with the Melbourn Parish Council grant:

£80	on general book stock (not from s.106 funds)
£58	on children's story time books
£20	on a puppet for children's story time
£28.50	on musical instruments for children's story time
£26	on book stands to display new books
£10	on children's DVDs for showing at the library
£25	on board books for World Book Day which have been and will be distributed to new mums and mums to be

Janet Backer, Treasurer

St Georges Allotment

The St George's Allotment Association applied for and received a Melbourn Parish Council Community Grant in June 2025 to cover the hire cost of two 8-yard general waste skips (one for early summer and one for autumn), to purchase soil improver for use on the allotments and to purchase security locks and chains to improve site security. The grant received (£1487.31) was comprised of £720.00 for hire of two skips, £514.80 for purchase and delivery of ~10 tonnes of soil improver and £252.51 for three security locks and chains. Both skips were hired and the soil improver was delivered during the year. One lock and chain has been purchased so far and the remaining will be purchased once new security gates have been installed later this year.

Soil Improver

The known benefits of using soil improver as a mulch include improved soil structure, increased moisture retention, good weed suppression and better crop growth. The improved soil fertility will also benefit future plot holders as well as the current ones. The delivery of a lorry load of soil improver from Envar in Somersham, near Huntingdon, was arranged with Melbourn based A J Grab Hire Ltd, and on the 9th October 2025 they duly delivered ~10 tonnes of lovely black gold, see photo below. The soil improver was available to all plot holders and within a few weeks had been wheel-barrowed to individual plots by the holders. The soil improver is generated from waste food and vegetation collected from households around the county and composted under ideal conditions by Envar.

Waste Clearance Skip Hire

Two 8-yard general waste skips were hired from the Mick George Group and delivered to the allotments on 1st July and 24th October 2025. Plot holders rapidly filled both skips by clearing non-compostable assorted rubbish from their plots, such as broken wire fencing, rusted metal, broken glass, waste plastic, etc., see photo.

This project is beneficial to all of the St Georges Allotment community and resulted in many tidier allotments. Having less rubbish on their allotments not only benefited the current plot holders but also provides legacy value to future tenants. It also benefited the local environment by removing environmentally harmful materials such as plastic and provides safer conditions for plot holders to tend their plots. It complements the ongoing work by the council to reduce the amount of asbestos cement fragments on the allotments.

Conclusion

The hire of two skips and the purchase and delivery of soil improver have been completed; and the remaining security equipment will be purchased shortly.

St Georges Allotment Association



Melbourn Dynamos Football Club



Report on 2025 MPC Grant Spend – Melbourn Dynamos Football Club

Melbourn Dynamos Football Club gratefully acknowledges the receipt of a grant of **£7,734** from Melbourn Parish Council. This funding has provided **vital** support to the Club during a period of continued growth, enabling investment in volunteer development, player welfare, inclusive coaching, and essential infrastructure. This report outlines how the grant has been allocated and the impact achieved.

Details of Expenditure and Utilisation

1. Mental Health First Aid (MHFA) Training for Volunteers

The grant funded MHFA training for eight Club volunteers.

- These volunteers joined through the formation of new teams and represent an important extension of our safeguarding and welfare network.
- The training equips volunteers to recognise, respond to, and support mental health challenges affecting players, parents, and fellow volunteers.
- This investment continues the Club's long-term commitment to embedding mental health awareness and early intervention within grassroots sport.

2. Final Phase of Club-Wide Kit Renewal

The grant supported the final stage of our two-year kit renewal programme.

- Updated kits have now been rolled out across remaining teams.
- This has improved equality of provision, reduced reliance on ageing or mismatched kit, and strengthened Club identity.
- Players, particularly younger members, have expressed increased pride and belonging associated with representing the Club in new kit.

3. Starter Equipment

Funding enabled the purchase of one FA trial equipment set.

- This includes smaller-format goals and age-appropriate training equipment.
- The equipment begins to support more player-centred training models aligned with the FA's FutureFit framework, due to become nationally mandated in coming years.
- Early adoption allows the Club to trial formats that particularly benefit younger players and neurodiverse children, promoting greater engagement, more touches on the ball, and improved confidence.
- We are extremely grateful to the council for this.

4. Neurodiversity Training for Volunteers

The grant funded two places on a specialist course in understanding neurodiversity in grassroots football.

- Volunteers gained practical strategies for supporting players with autism, ADHD, dyslexia, and related conditions.
- The training has influenced session planning, communication approaches, and behavioural support techniques.

- This investment directly strengthens our inclusive capability and supports broader community wellbeing priorities.

5. GDPR Compliance and Club Administration Infrastructure

The grant provided partial support for GDPR-compliant administration systems.

- Funding offset subscription costs associated with LoveAdmin.
- This supports secure management of player registrations, safeguarding records, volunteer data, and communications.
- As a volunteer-led organisation now serving over 350 players and 80+ volunteers, robust data protection processes are essential to governance, safeguarding, and operational resilience.

Impact on the Club and Community

The Parish Council's support has delivered measurable benefits:

- **Enhanced Player Welfare** – Expanded MHFA coverage improves early recognition and support for mental health concerns.
- **Greater Inclusivity** – Neurodiversity training and age-appropriate equipment support children who may otherwise struggle in traditional formats.
- **Equality and Belonging** – Club-wide kit renewal promotes fairness, identity, and morale across teams.
- **Stronger Governance** – GDPR-compliant systems protect members and reduce organisational risk.

Beneficiaries:

Over 350 players, 80+ volunteers, and the wider Melbourn community have benefited either directly or indirectly from these initiatives.

Acknowledgements

Melbourn Dynamos Football Club extends sincere thanks to **Melbourn Parish Council** for its continued investment in grassroots sport, community wellbeing, and inclusive participation.

This grant has supported not only equipment and training, but the development of a safer, more inclusive, and more resilient Club environment.

We value the Parish Council's partnership and look forward to continuing to serve the Melbourn community.

Melbourn Dynamos Football Club

Ian Henderson
Club Treasurer
February 2026

Community Support for Dementia

What happened in 2025...

The need for the support in our local community for those 'living with dementia' and family members supporting them is growing at an alarming rate.

During 2025 we held twelve Memory Cafes offering social stimulation, in a safe and inclusive environment. The maximum number of people attending a Memory Café was 60. With at least 45-50 attending every time. We continue to see new people and sadly have lost members along the way to this progressive disease.

We also introduced Dementia Sing-Alongs, on the second Friday of each month. These have proved be very successful and continue to attract newcomers. 12 Sessions were held in 2025.

The Daily Sparkle membership, has an amazing app, giving us constant resources for our Memory Cafes and Sing-Alongs. The Daily Sparkle Newspapers give hours of entertainment at home for those 'living with dementia'. It has an array of crosswords, wordsearches, quizzes and puzzles. These are very popular and are constantly being requested by family members.

We had our annual trip to The Hut in Felixstowe. A fantastic resource run by a charity available to groups such as ours. This trip is always popular and is often the last time that people will get to see the sea and have fish and chips served in newspaper, finished off with ice cream and a cup of tea!

We held two Dementia Workshops, giving those supporting an individual 'living with dementia' greater understanding of the condition and learn skills to aid communication and interactions.

We purchased new equipment, for sensory and visual stimulation. Animatronic animals, musical instruments, fidget blankets, games, books, frame bags. In addition to this, we have many volunteers and family members who are constantly making sensory blankets and mitts.

Support was given to carers who were really struggling to cope by dementia specialist Chris Elsley.

We very much thank Melbourn Parish Council for the financial support given, which was a tremendous help, and enabled us to deliver this support to our community.

Davina Biswell, Stephanie Trayhurn

Melbourn Fete Committee

The Melbourn Fete Committee received a grant from the MPC Community Grant Fund of £3,000 to underwrite the staging of Melbourn Fete in June 2025. The funds were requested to cover the unavoidable costs which would have been written off if the event were cancelled.

The grant was spent as follows:

Item	Expenditure
PA System	£1,200.00
Insurance	£462.00
Fee for inflatables	£2,000.00
Total	£3,662.00

The additional expenditure was taken from the Melbourn Fete Committee funds. Melbourn Fete Committee is grateful for the continued support from Melbourn Parish Council. MPC's commitment enables us to stage important events for the community such as the Fete, Turn on to Christmas and Open Gardens each year. Money raised from the 2025 Fete was donated to fifteen local causes.

C M Carter, Treasurer

All Saints Church

Community Benefit Grant of £3,655.00 awarded by Melbourn Parish Council to All Saints Parochial Church Council in June 2025.

The Parish Council kindly provided a Community Benefit grant to Melbourn Parochial Church Council to help towards the costs of removal of pews and existing flooring at the rear of the church, to enable the development of a flexible space.

The work to develop the space was started last summer, including removing the pews and the flooring beneath, as set out in our application. The grant has also helped us raise a further £24,000 from other trusts (with hopefully more to follow - we have more applications under consideration).

The aim was to then remove the remainder of the flooring before installing a new stone floor, as the first phase of the overall development. However, removing the pews revealed a brick chamber and a large diameter pipe leading to it from the tower. This must predate the pews, installed in 1854. While this has delayed the project, it has revealed a hitherto unknown element of the church's history.

We think it may be part of a Georgian or early Victorian heating system, but have been required by the Diocese of Ely to pause the work while an archaeological investigation is undertaken.



The archaeologist visited in January and we are awaiting the report. Once received, we hope to complete the flooring, which will enable us to use the space for community events as planned.

We will then fundraise for the second phase of the project, new kitchenette and disabled toilet.

We are happy to provide a further update later in the year.

David Jennings, On behalf of All Saints PCC

Melbourn Primary School PTFA

The grant provided by the Parish Council in 2025 was used to cover the cost of the Primary School's PTFA annual fireworks display to keep the ticket price low for the community to attend and to purchase a completion arch for our fun run which we introduced in 2025 for the first time.

The total amount of the grant was £6003.99, which was used as follows:

We used some of the grant to fund the fireworks display at the annual fireworks event held at Melbourn Primary School. It was a hugely successful night and was a sold-out event with 1,300 tickets sold to school families and the wider community. The £3,950 grant covered the cost of the professional fireworks display, which was provided by the professional company, Skyburst. This allowed for the profits made from ticket sales and other sales on the night from the bar, BBQ and stalls to be used for the PTFA's fundraising priorities. This year profits are being put towards funding for updated IT equipment and a new PA system for the school hall with individual microphones for the children to use when they do class assemblies and productions, as well as contributions towards school trips to the theatre, books for the children and easter eggs.

The remaining of the grant has been used to purchase a fun run arch which will be fantastic to have when we run the event this year! Last year was our first event and gave such fun to all the community having a 2k and 5k run for everyone to enjoy. Last year we raised a massive £4345, this year we are hoping to achieve the same if not more but bringing the community together.

On behalf of the Melbourn Primary School PTFA, we would like to thank the Parish Council for their support in awarding this grant and enabling this popular volunteer-run community event to be as successful as it was.

Lauren Nash & Lucy Drage, Melbourn PTFA Co-Chairs

1st Orwell Scouts

Item	Volume	Cost
Vango Sierra 500 Tents	4	£ 410.00
14cm Zebra Loop Handle Cooking Pot	5	£ 145.00
16cm Zebra Loop Handle Cooking Pot	4	£ 131.96
Kitchen Knife Set - Colour coded knives and sheaths	5	£ 64.95
Plastic Chopping Board Sets with food icons	5	£ 49.95
Trangia 25-2 Stove with Pans and Kettle & Gas Burner	8	£ 839.60
Total		£ 1641.46

Tents

4 Vango Sierra 500 5 person tents. These replaced older and now worn-out tents used for Group and District camps. This new Vango tent model is much more robust and 'Scout Proof' than our previous 5 person tents.



Cooking Equipment

The Scouts love cooking both on camp and at Scout meetings. We maintain 5 Patrol Cooking Boxes with all the equipment and utensils for a patrol to be able to cook. These boxes have been in use for over 8 years and required some replacement equipment. We have purchased new knives, chopping boards and two sizes of cooking pots suitable for gas burners.



Expedition Equipment

Scouts must plan and undertake an expedition for their Gold Scout Award, this requires them to carry any food and equipment they need for the hike and camping overnight. We have purchased 8 Trangia Stoves, these are lightweight versatile cooking stoves that are

recommended for Scout and DofE expeditions. We have previously been borrowing from other Scout groups Trangias, so it is great for the group to have our own for future expeditions.



Event Shelter

For use at events and camps, the group has been borrowing or using leaders personal pop-up shelters. Really useful for the group to be able to easily set up for events and keep dry / shaded. It even comes in Scout Purple!



Gareth Bolitho, Group Chairman

Home-Start Royston & South Cambridgeshire

We are so grateful for your funding in December 2025, which enabled us to start to provide crucial home-visiting support to three vulnerable Melbourn families. Two families were referred to Home-Start by their Health Visitor and the other family was referred by a Family Support Worker from Intensive Families First Team.

The families' **diverse issues** included:

- Poor parental mental health including anxiety and depression
- Post-natal depression
- Domestic abuse
- Managing difficult parental relationships
- Finding individual time for each child challenging
- Financial difficulties
- Child's physical development requiring ongoing monitoring/treatment
- Lack of local family support
- Isolated
- New to the area with no peer support network in place
- No time to complete household tasks or make calls
- No time to complete paperwork/forms
- Baby with reflux
- Mother unable to put baby down to get on with any tasks at home

Two of the three families have been classed as having complex needs and two have also been managing neurodivergence within the family.

How these families are being supported:

The Community Benefit Grant has enabled our highly-trained volunteers to begin meeting with the families for 2-3 hours every week, providing bespoke practical and emotional support, which is non-judgemental, confidential and free. This included:

- Providing a listening ear and emotional support
- Giving reassurance and positive feedback
- Developing a relationship with mother and baby so volunteer is able to hold baby while mother gets on with tasks, such as feeding herself, making bottles
- Helping to feed and bathe the babies
- Engaging with the children to give mother time to make calls, liaise with housing around concerns about damp in home
- Enabling parent to have 1-1 time with each child by spending time with each child individually
- Signposting for more specialist support where appropriate
- Signposting to foodbank
- Support to buy and prepare low-cost recipes

The **positive changes** we have begun to see and hope to see as support continues include:

- Improved mental health for mother
- Mother feeling less stressed about someone else holding baby
- Mother feeling more able to get household tasks completed
- Parent able to prepare low-cost recipes and access foodbanks when necessary
- Housing appointment to come out to review damp in home
- Mother has more time for each child and feels less guilty

Amanda Hourmand, on behalf of Home-Start Royston & South Cambridgeshire

Melbourn Baptist Church

Melbourn Baptist Church were very pleased to be successful in receiving a Community Benefit Grant of £2153.99 in December 2025. This is to be used for the purchase of a defibrillator and external cabinet. At the point of writing, the equipment is currently ordered and we are awaiting delivery. Once with us, the defibrillator will be installed as soon as possible on the outside front wall of the church building.

The defibrillator will be registered on "The Circuit" (the National Defibrillator Network), and will be maintained by the church. It's location on the front wall of the church will make it accessible to anyone in the community who may need it, and we hope that this will provide a welcome addition to other defibrillators already available in the village. We are grateful to the Parish Council for supporting us with this.

Janet Cottenden, on behalf of Melbourn Baptist Church

Melbourn Village College Squash Club

The grant will contribute to annual costs of c. £1200 to retain the services of a professional coach to deliver mid-week sessions for junior players. The money will be spent evenly across the course of the year.

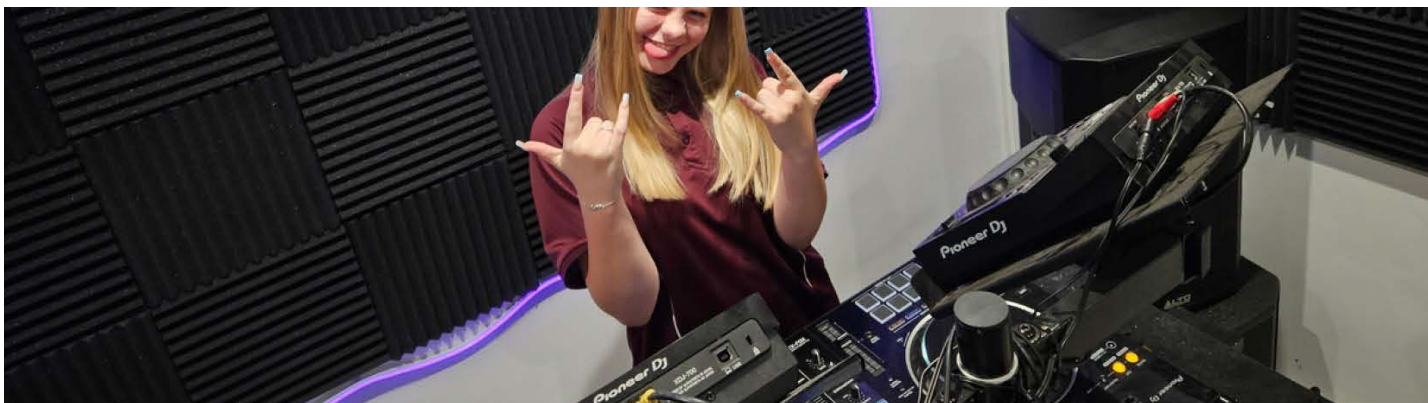
Matthew Walker, Vice-Chair

Mix Music



MIX MUSIC





WHAT WE'VE BEEN UP TO

We have continued to run our regular Monday night sessions, which are still going strong. Although we have lost a couple of attendees this year, we have potentially gained a new starter, which is encouraging.

We are also currently looking at introducing sessions for younger children, with half-hour sessions planned for one term as an initial trial.

Over the past year, we have provided a range of exciting opportunities for the young people involved. Last year, we organised an outing to the We DJ Expo in London, which was an amazing experience. One of our DJs got to perform at Kool FM.

In December, we took the group ice skating in Cambridge for our Christmas outing, which was a great success.

In addition, we delivered three Day Discos for MACS, and we are planning to do the same again this year.



We have many ideas for the future of the project. We had planned to organise a music event following the village fete in June. However, due to a particularly busy start to the year for us personally, and as the project is currently run by just the two of us, we have decided to postpone this until summer 2027. This will allow us to dedicate the time, effort and funding required to organise the event properly and to work more closely with the fete organisers from an earlier stage.

We both give our time on a voluntary basis and are very happy to do so. We are coming into our 4th year of running the sessions and supporting young people in the village.

The start of this year has been a little slower than usual, with many of our regular attendees currently focusing on their GCSE studies. We also tend to find that attendance naturally slows during the winter months, although participation consistently increases again as the year progresses.





Looking ahead, we remain very hopeful that the youth community organiser may become available to help strengthen and expand youth provision in the village and support us with what we need in order to gain access in the schools. In the meantime, we will continue to run our sessions and provide this positive opportunity for young people in the community.

Turn on to Christmas

The Melbourn Fete Committee received a grant from the MPC Community Grant Fund of £1,280 to underwrite the staging of Turn on to Christmas 2025. The funds were requested to cover the unavoidable costs which would have been written off if the event were cancelled.

The grant was spent as follows:

Item	Expenditure
Attractions	£710.00
Lights	£263.78
Christmas Trees (outstanding liability)	£485.00
Total	£1,458.78

The additional expenditure was taken from Melbourn Fete Committee funds.

Melbourn Fete Committee is grateful for the continued support from the MPC. MPC's commitment enables us to stage important events for the community such as the Fete, Turn on to Christmas each year and Open Gardens.

C M Carter, Treasurer

Community Benefit Grants 2016 – 2025

Chart Area



DISTRICT COUNCIL REPORT 2026

District Cllr Jose Hales & District Cllr Sally Ann Hart

This year's report could also be called 'Consultation, Consultation, Consultation' for reasons that will become obvious upon reading. 😊

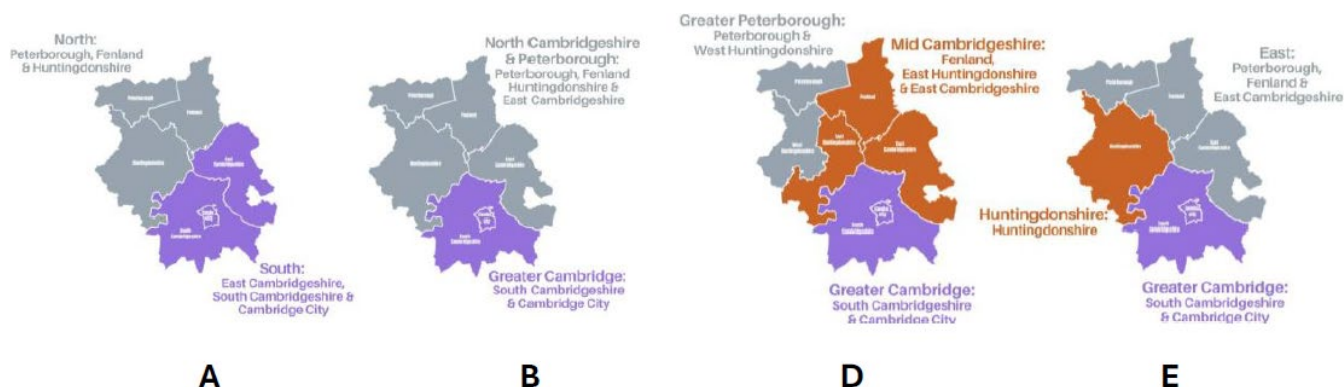
Local Government Reorganisation

Local Government Reorganisation is a process in which the Government is seeking to replace existing district and county councils with a single layer of "unitary councils". In November 2025, the various principal authorities of Cambridgeshire and Peterborough submitted different proposals for what those new councils should look like.

The Government is currently consulting on those proposals and is expected to make its final decision in the summer. You can read all four business cases and respond to the consultation here: [Proposals for local government reorganisation in Cambridgeshire and Peterborough - GOV.UK](#) (Deadline 26th March)

The four proposals on the table are as follows:

Option	Submitted by
A	Cambridgeshire CC
B	South Cambs DC, East Cambs DC, Cambridge CC
D	Peterborough CC, Fenland DC
E	Huntingdonshire DC



There was option C, which would have included South Cambs, Cambridge and Huntingdonshire in the same council, but this was not taken forwards by any council.

We expect the Government to decide which option they want in the summer, for elections to the “shadow councils” to take place in May 2027, and for the new councils to take over in April 2028. Therefore, the upcoming district council elections are likely to be the last ones ever.

We will of course keep you updated as more news comes forwards.

Development Corporation Consultation

The Government is also consulting on an Urban Development Corporation for Greater Cambridge. This would take planning powers (both determining applications above a certain size and making the local plan) away from local councils and give it to a Dev. Co. made up of a majority of members appointed by the Secretary of State (rather than elected locally). This is as part of the Government’s ambitions to “turbocharge” growth in and around Cambridge.

You can read the full proposals here, as well as respond to the consultation: [Establishing a Development Corporation in Greater Cambridge - GOV.UK](#) (Deadline 1st April)

Planning

The Greater Cambridge Shared Planning Service has won the award for Planning Authority of the Year 2025. This is a massive achievement and something we’re all very proud of.

The Youth Engagement Service (YES!) within the GCSPS has also been recognised nationally for its work getting young people involved in planning and design - pupils from Melbourn Primary School and Melbourn Village College have previously been involved with these projects.

We’ve recently consulted on our Draft Local Plan (reg 18). You can learn more about this here, as well as next steps: [Greater Cambridge Local Plan](#)

You can also view our Authority Monitoring Report here: [Authority Monitoring Report](#). This document sets out how we are progressing towards targets in our existing Local Plan, as well as to Government Housing Targets.

Mobile Wardens scheme

SCDC continues to support the Mobile Wardens Scheme, which offers support and assistance for older people to allow them to continue to live independently at home by providing daily contact (Monday to Friday) either by a personal visit or by a telephone call, to ensure a sense of security and wellbeing. SCDC has set out a funding programme which will enable mobile warden schemes to transition to being more financially independent, hopefully securing their long-term viability across the district. Melbourn Parish Council also provides financial support for this vital service.

A record number of new council houses

This year has been a record-breaking year for South Cambridgeshire when it comes to building new council houses. When the administration came to power in 2018, the council was only building a maximum of 35 new council houses each year - what this meant was, due to right to buy sales, over the period 2013 to 2018, the Council actually lost 99 council houses.

We have nearly quadrupled the rate of council house building since then. This year, as of writing, we have delivered at least 120 new council homes across South Cambridgeshire and should (by the end of the financial year) have delivered 139 new council homes. This represents the highest number of new council houses on record.

Being green to our core

Plans for the next 12 months will see major progress on the Council's Being Green to Our Core priority, including the ongoing roll-out of [weekly food waste collections](#) to help reduce the amount of food waste being sent to landfill.

There will also be the continued construction of a [solar energy park](#) to help power the Council's growing fleet of electric bin lorries.

If you're not already signed up, please sign up to the Council's Zero Carbon Communities (ZCC) newsletter, which goes out quarterly and contains information about all the council's various environmental projects: [Zero Carbon Communities Newsletter - South Cambs District Council](#)

The Council has also just adopted a new unified Climate and Nature Strategy - which brings together all of our climate change and nature recovery work. It's a really exciting document and well worth a read:

<https://scambs.moderngov.co.uk/documents/s142386/Appendix%20B%20Full%20Council.pdf>

Cost of living crisis mitigation and Low Income Family Tracker (LIFT)

We're making the LIFT scheme permanent. We're also adding a 2 year apprentice role to help make the most of the LIFT programme. It's already done fantastic work for residents - so far we've helped over 1,000 residents claim benefits they're entitled to but were missing out on (mostly Pension Credit, Winter Fuel Allowance and Household Support Fund, but also Healthy Start Vouchers, Free School Meals, Attendance Allowance and reduced water tariffs).

We've supported over 200 older people who struggle to engage online using LIFT - identifying those most at risk of social isolation and on low incomes. In year 1 - this programme delivered over £514,000 in additional income for South Cambs residents with a lifetime estimated value of over £3.9 million. We feel extremely proud to continue this scheme and invest more resource into making it work even better!

With many residents still facing financial pressures, the Council will continue providing its comprehensive [cost-of-living support package](#). A budget of £449,000 is set aside to help residents through the next two years through schemes such as emergency food and energy support, workshops, budgeting and debt advice, white goods and furniture for vulnerable people and laptops with digital training.

Homes for Ukraine scheme

Sadly, it's now been four years since the full-scale Russian invasion of Ukraine, and many Ukrainians are still unable to safely return home. South Cambridgeshire continues to support Ukrainian guests. As of writing, there are 104 Ukrainian guests being hosted in South Cambridgeshire, being hosted by 75 households. Many have moved on to private rented accommodation in the UK. In total 1,009 people have arrived in South Cambridgeshire under the Homes for Ukraine Scheme.

Community Chest Grants

The Council continues to provide Community Chest funding, and this reflects the Council's commitment to sustaining grassroots initiatives and supporting a stronger, more connected community. By investing in these organisations, the district ensures that local people continue to benefit from essential services, social opportunities, and support networks. Community Chest grant funding is available to voluntary and community sector groups,

charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire. During this year Mix Music DJ, Melbourn Mobile Warden Scheme, St George's Allotment & Leisure Garden Association, Melbourn Timebank, Melbourn Fete Committee and Melbourn, Meldreth, Shepreth and Foxton Community Interest Company have all received grants ranging from £750 to £10,000.

Budget and Council Tax Setting

At the Council's budget meeting, councillors agreed to a £5.24 increase for a Band D property. This works out to 10p a week.

We've included below a comparison of the different precepts charged across Cambridgeshire. This doesn't include police and fire precepts or the Mayor's precept. It also doesn't include town and parish precepts (which in an increasing number of cases are now larger than the District Council's). As you can see, South Cambridgeshire charges slightly more than Huntingdonshire DC, but significantly less than both Cambridge CC and Fenland DCs.

District	Unitary Precept	District Precept	County Precept	Total
East Cambs		£142.14	£1,785.42	£1,927.56
Huntingdonshire		£170.86	£1,785.42	£1,956.28
South Cambs		£180.64	£1,785.42	£1,966.06
Cambridge		£239.07	£1,785.42	£2,024.49
Fenland		£253.35	£1,785.42	£2,038.77
Peterborough	£1,836.72			£1,836.72

This is in the context of significant cuts to our funding from central government. Our core spending power is being cut by over £5 million over the next 3 years, thanks to the Government's "fair funding review 2.0" which is hurting councils in rural areas like ours. That drop is the equivalent to 15% of our core spending power.

This is largely because we're losing 40% of our retained business rates, and whilst the government is providing some transition funding, that will be removed over the next 3 years.

As a result of the government's funding changes, we are increasingly reliant on council tax. In this budget - council tax represents 35% of our core spending power. Come 2028/29 - council tax will represent 47% of our core spending power.

Town and Parish Council Liaison Officer

The council continues to employ a Town and Parish Council Liaison Officer - Jack Bullimore - who has acted as a point of contact for parish councils over the last year. Alongside your district councillors, please look out for contacts from him.

Elections

Obviously, the district elections are fast approaching, and it'll perhaps come as no surprise that both of us are re-standing. Parish elections will also be taking place. Please see a summary of the timetable for the elections:

Publication of Notice of Election	Monday 30 March 2026
Receipt of Nominations	4:00 pm Thursday 9 April 2026
Last Date for Registration	Monday 20 April 2026
Receipt of Postal Vote Applications	5:00 pm Tuesday 21 April 2026
Last day for Voter Authority Certificates	5:00 pm Tuesday 28 April 2026
Receipt of Proxy Vote Applications	5:00 pm Tuesday 28 April 2026
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 7 May 2026
Day of Poll	7:00 am to 10:00 pm Thursday 7 May 2026

For all the information, please see the district council's website: [Elections 2026 - South Cambs District Council](#)

As ever, please encourage people to register to vote and to go to the polls!

Thank you,

Jose Hales & Sally Ann Hart

COUNTY COUNCIL ANNUAL REPORT 2025

County Cllr Adam Bostanci

It's almost a year since my election to the county council, so it's a good time to take stock. It's a huge responsibility and a continuous exercise in balancing the needs of residents of all ages and in all walks of life.

The initial sections focus on high-level developments at the County Council during the past year. These are the result of the joint work of over 4,000 employees and 61 county councillors. Towards the end I also mention some of the committees I am getting involved in. Being in local politics can make a real difference, and my hope is to inspire the next generation to participate in public life.

In the year ahead, I look forward to continuing to meet and get to know more and more residents and to continuing to work closely with Melbourn Parish Councillors.

Highways

We understand that this is the number one concern for many residents. It's important to begin by saying that the general condition of our roads and footways is the result of many years of underinvestment, which has left us with incredibly poor surfaces and an estimated £800m repair bill across the county. Legacy maintenance contracts are also behind the problems we have seen as the wet and cold have taken their toll. Even with recent increases, government funding still falls short of the manifest challenge.

In the last three years, the county council has more than doubled the annual amount spent on highway maintenance. Within the constraints of stretched local authority budgets and statutory responsibilities for adult social care, the county council's recently approved budget nevertheless includes an additional investment of £20 million, bringing the amount to be spent specifically on maintenance and improvements to £58 million. During the winter, the county council surged the deployment of repair crews and dragon patchers, with pothole repairs reaching 2,000 potholes each week.

The long-term outlook is slowly improving, following a reorganisation of the highways department and the introduction of a new asset management system. Last summer, significant areas of deterioration were tackled with large patches and significant overdue vegetation management was carried out. We expect to see more of this when spring

arrives and in future years. Work is also underway to strengthen maintenance contracts and internal processes to improve the responsiveness to the worst potholes reported by residents.

Please continue to report issues:

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

Schools

Hardly anything is as important as the next generation. Recently, the Melbourn Practical Solutions Group, with representation from all local councils as well as community and youth services, reconvened its meetings at Melbourn Village College, for the first time since the pandemic. Following the withdrawal of discretionary school buses from and to Royston, we supported the provision of an additional bus stop for Bassingbourn-bound students in the afternoon. I look forward, together with our district councillors, to continuing to work with all schools and PTAs on future projects, from initiatives like a “bike bus” to facilitating the provision additional services to support students and pupils.

Budget

In February, the council approved its nearly £1.3 billion business plan and budget, which includes a number of investments.

- Highways: an additional £20 million for highway maintenance.
- £14.7 million of additional funding for adult social care providers to help them manage rising costs and ensure care workers are paid the Real Living Wage, improving stability and quality for those who depend on care workers for their support.
- Continuing holiday meal vouchers until the end of summer 2026 for those children most in need, despite the Government withdrawing the Household Support Fund; the council will also use the new £5 million Crisis and Resilience Fund to provide a wider range of anti-poverty measures, offering practical support to households facing financial challenges.
- 3,500 new primary school places, and £72 million over five years to increase secondary school places.
- £780,000 a year to run a children’s residential home in South Cambridgeshire, along with continued funding for the Families First early intervention programme that helps keep more families together.

- More than £1.2 million will be invested in libraries and archives over the next two years.

Rising costs in social care and special educational needs are putting enormous pressure on council finances, and these statutory services for our most vulnerable residents now account for by far the largest part of our budget.

The plans include an increase of council tax by 4.99 per cent, the maximum permitted by Government for county councils, as is the case in nearly all councils across England, and the level assumed by Government in setting its grant allocations. This will generate around £21 million in additional funding and help the council continue providing the essential services people rely on.

Growth in the economy is sorely needed for public services to improve.

Local Government Reorganisation

The reorganisation of local government by merging district and county council into new unitary authorities has taken up much bandwidth at county council during the year. Most recently, the government is undertaking its own consultation on all four options for local government reorganisation developed by local councils.



Map of LGR option A



Map of LGR option B

In our area, two main options are in play for a future unitary authority. Very likely, South Cambridgeshire District will either merge with Cambridge City Council to form a “Greater

Cambridge” unitary authority, or merge with Cambridge City and East Cambridgeshire to form a “South-East Cambridgeshire” unitary authority. While most other parts of Cambridgeshire would prefer to merge with the uniquely successful City of Cambridge, our area will very likely do so.

The consultation, with the opportunity to comment on all the options for local government reorganisation, closes 26 March 2026.

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-cambridgeshire-and-peterborough/proposals-for-local-government-reorganisation-in-cambridgeshire-and-peterborough>

Greater Cambridge Development Corporation

Wishing to build on Cambridge’s success, the government has proposed to create a centrally led Greater Cambridge Development Corporation. If established, this would extend the remit of the existing Cambridge Growth Company. Initially, the DevCo would focus on delivery of the housing development identified in the emerging Greater Cambridge Local Plan, with planning powers to determine large developments. The ambition is that development would be infrastructure-led, and the DevCo would have the ear of government in addressing challenges relating to transport and water in our area. With economic growth, it may also be possible to address regional transport challenges.

At a recent information event, representatives from parish and town council stressed the need to adopt a strategic and long-term approach to development mindful of the needs of younger people and of business, including in villages such as ours. Transport challenges were mentioned several times.

The consultation is surprisingly short and closes on 1 April 2026.

<https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge/establishing-a-development-corporation-in-greater-cambridge>

Buses

We have continued to receive much feedback about the performance of the local 17 and 26 bus services, which are nevertheless a lifeline for many residents. We have passed this feedback on the Mayoral Combined Authority, which is the responsible local transport authority. As a result, the bus operator has been called in to discuss performance.

The most recent meeting of the local Bus User Group took place in March to discuss performance and the shape of future services in this area as the Combined Authority moves towards bus franchising. Please let us know if you want to be added to the Bus User Group mailing list.

Waste

In the coming year, food waste collection by means of dedicated caddies will commence in Melbourn. We ask everyone in the community to support this for two reasons. First, food waste recycling is a requirement under national legislation. Second, in contrast to ordinary garden waste, food waste decays to release a lot of methane gas into the atmosphere. But if the food waste is recycled in a special facility, the resulting methane can be fed into the gas grid and burned to produce carbon dioxide, which has a much lower global warming potential than the methane that would otherwise be released.

Safe disposal of batteries

Cambridgeshire and Peterborough Waste Partnership RECAP is urging residents to recycle batteries and battery-powered electricals safely, following an increase in fires caused by incorrectly disposed lithium-ion batteries. Recent incidents include a fire at Thalia's Alconbury waste transfer station at New Year, as well as thirteen bin lorry fires across Cambridgeshire in the last twelve months.

In 2023, over 1.1 billion household items such as phones, tablets, e-cigarettes, toothbrushes and power tools were thrown away with batteries hidden inside. When these items end up in general waste or mixed recycling, batteries can ignite or explode during collection, transport or sorting.

To help prevent fires, residents are urged never to place batteries in the bin, to use designated recycling points, tape over damaged terminals and check for local collection schemes.

All types of batteries can be recycled free of charge at Household Recycling Centres, supermarkets and DIY stores. This includes loose household batteries, lithium-ion and rechargeable batteries, and batteries in small electrical items. Any shop that sells batteries must also accept used batteries for recycling.

Sustainability

The county council played a large part in the development of the Local Nature Recovery Strategy, formally the remit of the Cambridgeshire and Peterborough Combined Authority. This strategy is now front of mind of many of local nature and sustainability groups, which are now being further supported by the council's "Nature Recovery from the Ground Up" project. It is good to see that there are so many active groups in our community.

In my role as vice-chair of the Environment & Green Investment Committee, I have also asked council officers to take a closer look at the community benefits parishes across the county receive from renewable energy schemes. Local solar farms, for example, are already making significant community benefit payments to parish councils, and in principle community benefits can be direct (i.e., a share of the energy generated) or indirect (i.e., a recurring payment in proportion to electricity generated).


The council has successfully developed several renewable energy schemes, which are now exporting energy to the electricity grid and generating an economic return. The next step is to give communities the same opportunities to generate electricity and income via the council's work in community energy. All of this responds to the 79% of people across Cambridgeshire tell us that they are worried about climate change.

Economy

After over five hours of democratic scrutiny, the council's Assets & Procurement Committee on which Adam sits approved a deal to put forward 67 acres of land, owned by the County Council, to allow the next phase of growth of Cambridge Biomedical Campus. This deal opens the door to up to £3 billion of private sector investment in Cambridgeshire and includes upfront delivery of a "Southern Access Road" and other transport infrastructure.


<https://www.cambridgeshire.gov.uk/news/3-billion-investment-to-support-future-expansion-of-cambridge-biomedical-campus>

ANNUAL COMMUNITY AWARDS 2026


MELBOURN PARISH COUNCIL  DISTRICT OF SOUTH CAMBRIDGESHIRE

THE FUTURE IS BRIGHT!

AWARD MADE AT THE ANNUAL PARISH MEETING
18 MARCH 2026



Thomas Pope



In recognition of reacting with great poise, care and compassion during a first aid incident.

Cllr Graham Clark
CHAIR, MELBOURN PARISH COUNCIL

Abi Williams
PARISH CLERK

MELBOURN PARISH COUNCIL  DISTRICT OF SOUTH CAMBRIDGESHIRE

COMMUNITY SUPERSTAR

AWARD MADE AT THE ANNUAL PARISH MEETING
18 MARCH 2026



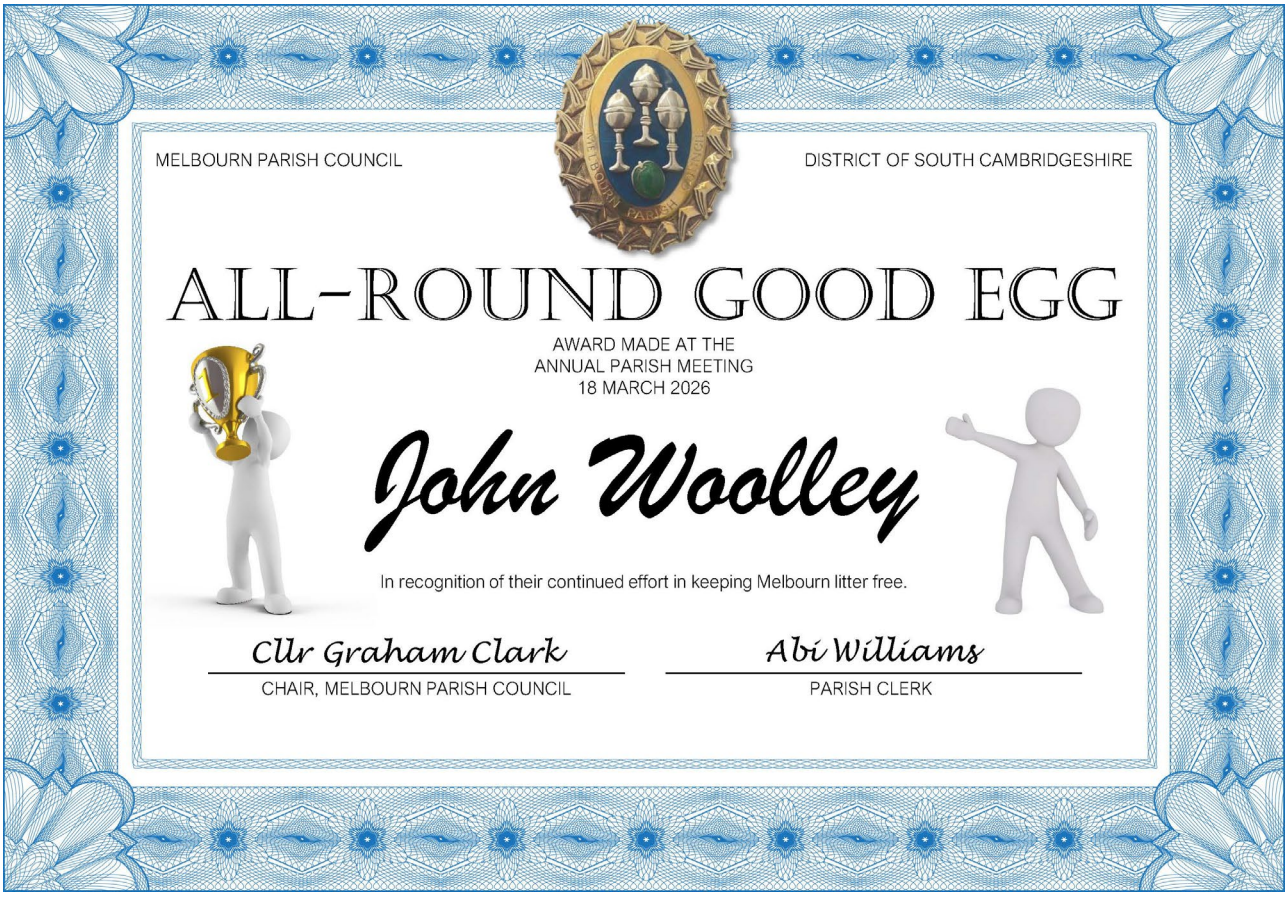
Peter Simonett

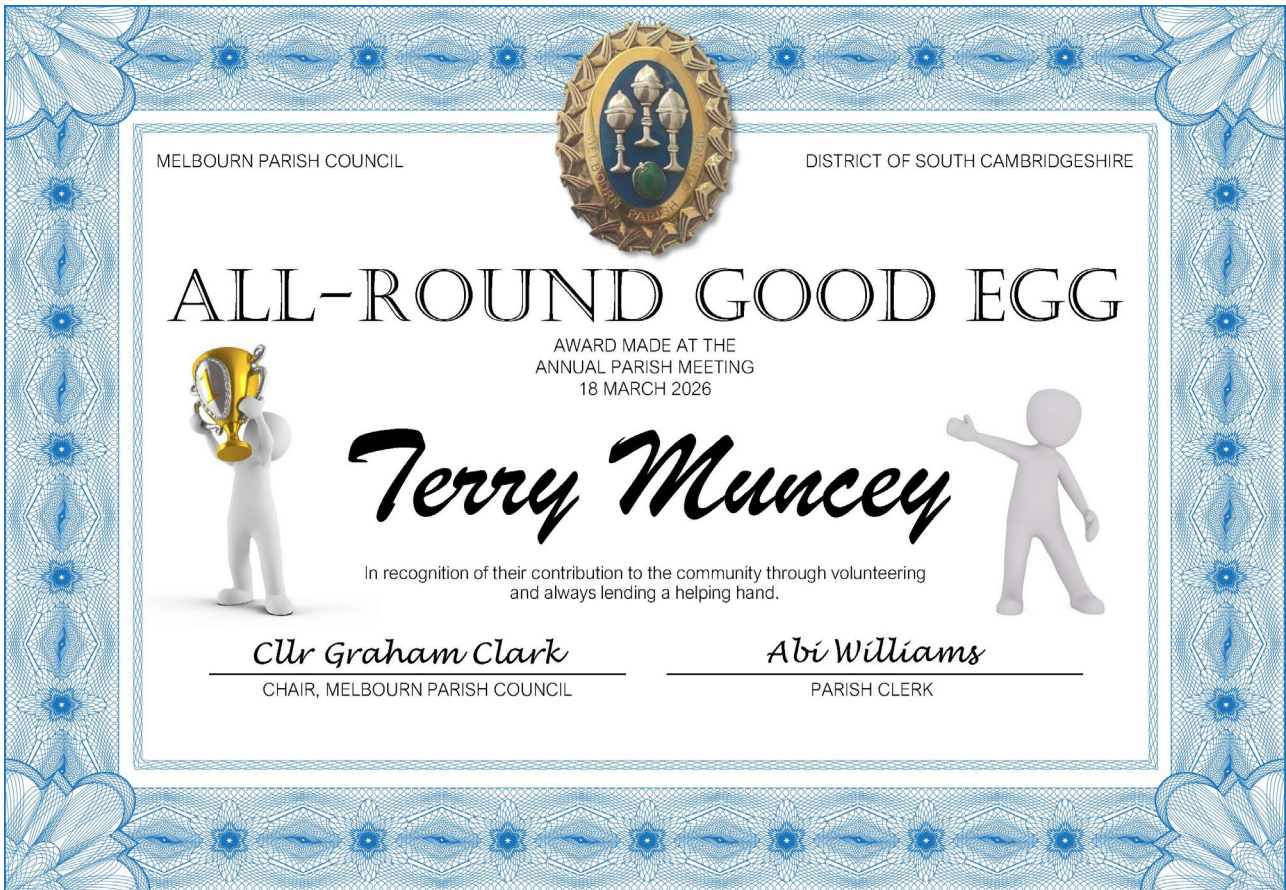


In recognition of over 30 years dedication to the cohesion and wellbeing of the community through the editing and production of Melbourn Magazine.

Cllr Graham Clark
CHAIR, MELBOURN PARISH COUNCIL

Abi Williams
PARISH CLERK







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 👤 **Alex Coxall, Deputy Clerk**
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Melbourn Parish Council Meeting Schedule 2026 - 2027

Day	Date	Start time	Meeting	Notes
MAY				
Wednesday	06 May 2026	19:30	Planning	
Wednesday	13 May 2026	19:30	Annual Parish Council Meeting	<i>Annual Meeting</i>
Wednesday	20 May 2026	19:30	Maintenance	
JUNE				
Wednesday	03 June 2026	19:30	Community Benefit Grants	
Wednesday	10 June 2026	19:30	Planning	
Wednesday	17 June 2026	19:30	Maintenance	
Wednesday	24 June 2026	19:30	Full Council	
JULY				
Wednesday	08 July 2026	19:30	Planning	
Wednesday	15 July 2026	19:30	Maintenance	
Tuesday	21 July 2026	19:30	Finance & Good Governance	
Wednesday	29 July 2026	19:30	Full Council	<i>Not 4th Wednesday</i>
AUGUST				
Wednesday	12 August 2026	19:30	Planning	
Wednesday	19 August 2026	19:30	Maintenance	
SEPTEMBER				
Wednesday	09 September 2026	19:30	Planning	
Wednesday	16 September 2026	19:30	Maintenance	
Wednesday	30 September 2026	19:30	Full Council	<i>Not 4th Wednesday</i>
OCTOBER				
Wednesday	14 October 2026	19:30	Planning	
Wednesday	21 October 2026	19:30	Maintenance	
Wednesday	28 October 2026	19:30	Full Council	
NOVEMBER				
Tuesday	03 November 2026	19:30	Finance & Good Governance	
Wednesday	11 November 2026	19:30	Planning	
Wednesday	18 November 2026	19:30	Maintenance	
Wednesday	25 November 2026	19:30	Full Council	
DECEMBER				
Wednesday	02 December 2026	19:30	Community Benefit Grants	
Wednesday	09 December 2026	19:30	Planning	
Tuesday	15 December 2026	19:30	Finance & Good Governance	
JANUARY				
Wednesday	13 January 2027	19:30	Full Council	<i>Precept setting</i>
Wednesday	20 January 2027	19:30	Planning	<i>Not 2nd Wednesday</i>
Wednesday	27 January 2027	19:30	Maintenance	<i>Not 3rd Wednesday</i>
FEBRUARY				
Wednesday	10 February 2027	19:30	Planning	
Wednesday	17 February 2027	19:30	Maintenance	
Wednesday	24 February 2027	19:30	Full Council	
MARCH				
Wednesday	10 March 2027	19:30	Planning	
Wednesday	17 March 2027	19:30	Maintenance	
Wednesday	24 March 2027	19:30	Full Council	
APRIL				
Tuesday	06 April 2027	19:30	Finance & Good Governance	
Wednesday	14 April 2027	19:30	Planning	
Wednesday	21 April 2027	19:30	Maintenance	
Wednesday	28 April 2027	19:30	Full Council	
MAY 2027 – 2028 Schedule				
Wednesday	05 May 2027	19:30	Annual Parish Meeting	<i>Parish Meeting</i>
Wednesday	12 May 2027	19:30	Planning	
Wednesday	19 May 2027	19:30	Maintenance	
Wednesday	26 May 2027	19:30	Annual Parish Council Meeting	<i>Annual Meeting</i>

Meeting dates and times may be subject to review – please check the noticeboard and website for the most up to date details.



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Cambridgeshire & Peterborough Association of Local Councils

27th April 2026

By Email

Melbourn Parish Council

Dear Chairman and Cllrs

Melbourn Parish Council Internal Audit: End of Year Visit 2026

Following my recent visit(s) to Melbourn Parish Council on 24th February and 27th April 2026, I confirm I met with Abi Williams and other members of staff to complete the council's Internal Audit for 2025/26.

With the new Assertion 10 coming into effect this year, particular attention has been paid to this area.

Please find enclosed my report and recommendations following the visit. As with proper practices the Council should formally receive this report (as it does for the External Audit) and minute the plans it has to set out any improvements required and remedial actions to be taken.

Yours faithfully

Rosie Hughes

Rosie Hughes BA (Hons) FILCM
Internal Auditor - CAPALC



capalc
 Cambridgeshire and Peterborough
 Association of Local Councils

INTERNAL AUDIT CHECKLIST ‘YEAR END 2025-26’

Name of Authority: Melbourn Parish Council**Date(s) of Audit:** 24.02.26 and 27.04.26.....

Audit Completed By: Rosie Hughes

AGAR Certificate Reference	Work Completed by CAPALC	Conclusion	Recommendations
A. Appropriate accounting records have been properly kept throughout the year.	During our visit(s) we have reviewed the accounting system and checked that the information is recorded accurately and promptly. This means we have reviewed the cashbook, examined a sample of financial transactions, ensured bank reconciliations (see item I) are carried out, etc. This list is just an example.	The Council is now using Rialtas Accounting Software for the year end March 2026. Correct roll forward of the prior year. Bank Reconciliations are prepared regularly and approved by members. Year End Bank reconciliation is accurate, as are year-end cash balances. Investment strategy is in place.	None <hr/> Council response:

		Appropriate accounting records have been kept throughout the year.	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	<p>We have reviewed Financial Regulations and Standing Orders ensuring they are adequate and if model documents are used, they are up to date.</p> <p>We have also reviewed procedures for approval of invoices and payments, checked recording of VAT and that VAT is claimed where appropriate. If debit/credit cards are held, we have established the limits and ensured there are controls in place for usage.</p>	Standing Orders and Financial Regulations are the most recent NALC 2025 versions.	None
		The Council uses Unity Trust for its current account; this ensures segregation between data entry and approval of documents.	Council response:
		<p>The Council is not VAT registered and claims back VAT appropriately.</p> <p>All payments are supported by invoices and approved for payment by Council.</p> <p>A Lloyds debit card is in place and accounted for within Rialtas.</p>	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of	We have checked to see that the Council has a Risk Register in place. If in place, we have checked to see if the Council has considered all significant risks, appropriate levels	The Council has a risk register in place. Insurance is held with Clear Insurance and includes cover for council assets.	None

<p>arrangements to manage these.</p>	<p>of insurance is in place, arrangements are in place for monitoring public open spaces, etc. and that a process of internal control is in place.</p>	<p>All significant risks are considered.</p> <p>Adequate cover is in place for public liability, employers' liability and fidelity.</p> <p>Play areas are adequately inspected annually by ROSPA, and regularly by parish council wardens.</p> <p>Two defibrillators are available in the parish, and are administered via the circuit, adequate checks are carried out.</p>	<p>Council response:</p>
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>We have checked that the Council has considered its income and expenditure requirements to formally adopt an appropriate budget. That the Council has reviewed performance against the budget throughout the year, has established Earmarked Reserves which are reviewed annually during the budgetary process. That the precept request is submitted to the relevant authority on time and matches the receipt in the accounts.</p>	<p>The Council has a budget for 25/26. This was drafted by the Finance and Good Governance Committee and agreed that it would be recommended to full council for adoption.</p> <p>Whilst Full Council discussed the budget to form the Precept request, it did not formally approve the budget, only the Precept. Ensure that going forward both the Precept setting and budget are approved by full council and that the minute shows this clearly.</p>	<p>None</p> <p>Council response:</p>

		<p>Budget reports are made to the council throughout the year.</p> <p>EMR are recorded within Rialtas for specific projects/expenditure.</p>	
E. Expected income was fully received based on correct prices, properly recorded and promptly blanked; and VAT appropriately accounted for.	We have checked that expected income has been received and checked that there are no obvious omissions. Income may include allotments, cemeteries, hall hire, leases, or other revenue streams depending on the council. We have checked that there are appropriate follow ups made for 'aged debtors'.	<p>Burial and Allotment income is accounted for within Rialtas.</p> <p>Follow ups are made for aged debtors.</p> <p>Loan – PWLB outstanding at YE £757,384.45</p>	<p>None</p> <p>Council response:</p>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	If held, we have considered the amount of petty cash held in line with the number of transactions made during the year.	No petty cash in this financial year.	<p>None</p> <p>Council response:</p>
G. Salaries to employees and allowances to members were paid in	We picked one month and tested the payroll to ensure the correct deductions have been made,	PAYE is carried out inhouse using SAGE, by the RFO.	None

<p>accordance with the authority's approvals, and PAYE and NI requirements were properly applied.</p>	<p>payments made on time and correct amounts.</p>	<p>Payments are made to HMRC. Pensions are in place where appropriate, and the council is registered with the pension regulator. One month test carried out on PAYE, and all in order.</p>	<p>Council response:</p>
<p>H. Asset and investment registers were complete and accurate and properly maintained. <i>This section/assurance should be extended to include loans to or by the authority.</i></p>	<p>We have checked to see that the Council has a formal asset register in place and that it is up to date with any acquisitions and disposals. If there are long-term investments, we have checked to see that an Investment Strategy is in place.</p>	<p>A formal asset register is in place and up to date. This year it has been moved to Rialtas and shows acquisitions and disposals. Investment Strategy in place. PWLB loan. £757,384.45 outstanding at 31.3.26.</p>	<p>None Council response:</p>
<p>I. Periodic bank account reconciliations were properly carried out during the year.</p>	<p>We reviewed a selection of bank reconciliations throughout the year including year end.</p>	<p>Bank Reconciliations are carried out monthly for each account and approved by council. YE Bank Reconciliation corresponds to AGAR.</p>	<p>None Council response:</p>
<p>J. Accounting statements prepared during the year were prepared on the</p>	<p>We have reviewed the accounting statements or the year ended 31st March 2026 to ensure that they</p>	<p>Records are maintained on an I and E basis.</p>	<p>None</p>

<p>correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.</p>	<p>have been prepared correctly on an [income and expenditure] or [receipts and payments] basis and are adequately supported.</p>	<p>Records are in place for debtors and creditors</p> <p>An adequate system of internal control is in place.</p>	<p>Council response:</p>
<p>K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.</p>	<p>We have confirmed that the Council was subject to limited assurance review OR</p> <p>We have confirmed that the Council was exempt, met the criteria and correctly declared itself exempt.</p>	<p>N/A</p>	<p>None</p> <p>Council response:</p>
<p>L. The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with the relevant legislation.</p>	<p>We have reviewed the Council's website (or webpage) to confirm it is meeting the requirements of the relevant regulations, including publishing the ICO Model Publication Scheme on the website.</p>	<p>The council website meets the regulations, it is noted that the council is moving its website to Aubergine, and this should be in place for June 2026.</p> <p>V3 Model Publication scheme in place.</p>	<p>None</p> <p>Council response:</p>

<p>M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>We have reviewed the notice announced during the summer of 2025 along with Sections 1 and 2 of the 2024/25 AGAR. We have obtained evidence that the required documentation has been published on the Council’s website (webpage).</p>	<p>The notice for the period for the exercise of public rights and sections 1 and 2 of the 2024/25 are published on the councils website.</p>	<p>None</p>
<p>N. The authority complied with the publication requirements for the prior year AGAR.</p>	<p>We have reviewed the documentation the Council published for the 2024/25 AGAR was compliant with regulations.</p>	<p>The publication requirements for the 2024/25 AGAR are compliant with regulations.</p>	<p>None</p>
<p>O. The authority complied with laws, regulations & proper practices relating to digital and data compliance.</p>	<p>We have ensured that, as a minimum, the authority has a single generic email address on an authority owned domain. We have also checked a sample of the authority’s website pages for accessibility and reviewed the accessibility statement.</p> <p>We also reviewed the authority’s data protection and IT policies.</p>	<p>Council uses .Gov website and Clerk and Council emails.</p> <p>IT Policy is in place. – approved 25.2.2026</p> <p>Website accessibility is good and site includes an accessibility statement. 25.2.2026 latest update, states areas that are inaccessible.</p> <p>A Data Protection Officer has been appointed.</p> <p>Data Protection Policy has been approved.</p> <p>ICO Publication Scheme V3 is in place. – approved 13.1.25</p>	<p>None</p>

		Some items are not easy to find on the website, the move to a new website provider in June 2026 will assist with this.	
P. Trust funds (including charitable) – the council met its responsibilities as a trustee.	We have reviewed the Council’s responsibilities with respect to [enter charities here] OR	None	None
	We have checked that they are not responsible for any charities.		Council response:

Notes

In our column entitled ‘Conclusions’ we have highlighted areas where we believe improvements could be considered or attention is required if necessary. If we feel you should be considering a response to your Assertions under Section 1, we have commented under our column ‘Recommendations’.

MELBOURN PARISH COUNCIL

Doc. No.: 2.0
Version: 10
Date ~~May 2025~~ May 2026
Review date: ~~May 2026~~ May 2027

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MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

MELBOURN PARISH COUNCIL

Doc. No.: 2.0
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National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

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STANDING ORDERS

PURPOSE: Standing Orders are the written rules of a Parish Council. The SOs confirm the statutory requirements (items in bold).

SCOPE: Standing Orders are used to confirm the council's internal, organisational, administrative and procurement procedures and procedural matters for meetings.

Standing Orders do not include financial regulations. These regulations have been adopted separately by Melbourn Parish Council.

Standing Orders are not the same as policies. Policies are adopted separately.

The Clerk is the Proper Officer (see section 15) of the Council. The Deputy Clerk may be nominated to perform the role in the absence of the Clerk.

Section 19 refers to the Clerk rather than the Proper Officer because the Deputy Clerk cannot perform the function as defined.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Meeting: ~~19 May 2025~~ 13 May 2026

Review Policy: Every 12 months

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q A point of order shall be decided by the chair of the meeting and their decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public who raise matters not on the agenda should be asked to put the matter before the Clerk in writing for future consideration.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their**

- **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of 3 hours.
- y The Council shall make a audio recording of the Council or Committee meetings.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference; any changes in the light of experience must be referred back to Council for agreement;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall**

give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council;
 - xv. The code of conduct shall be signed by all Councillors;
 - xvi. Agreement of Committee structures for the forthcoming year in accordance with standing order 4 above.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS AND CO-OPTION**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.
- b When voting on co-option proceedings, voting shall be recorded by ballot.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded and numbered in the order that they are received.
- i Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- j It is the responsibility of the mover to provide supporting arguments and documentation in time for publication with the agenda. If this is not done, the Proper Officer will remove the motion from the agenda.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;

- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the**

Council's area; or

iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(a).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the next meeting of the Planning Committee. If the next meeting of the Planning Committee is too late, the Proper Officer consults with the Chair of the Planning Committee as to the necessity of holding an Extraordinary Planning

Committee meeting;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council

(income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the HR Panel is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of HR Panel or, if they are not available, the vice-chair of the HR Panel of absence occasioned by illness or other reason and that person shall report such absence to the HR Panel at its next meeting.
- c. The chair of HR Panel or in their absence, the vice-chair shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing to the HR Panel for approval by resolution.
- d. Appraisal of other staff will be carried out by the Clerk, and reported in writing to the HR Panel for approval by resolution.
- e. Any recommendation for pay progression arising from the appraisal (for any member of staff) shall be subject to approval by resolution by the Council.
- f. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of HR Panel or in their absence, the vice-chair of the HR Panel in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of HR Panel.
- g. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any employee relates to the chair or vice-chair of HR Panel, this shall be communicated to another member of HR Panel, which shall be reported back and progressed by resolution of HR Panel.
- h. Any persons responsible for all or part of the management of staff shall treat as

confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- i In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in

accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order

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9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

POLICY AND PROCEDURE: MODEL PUBLICATION SCHEME

PURPOSE: This model publication scheme has been prepared by the Information Commissioner and must be adopted by parish councils. It commits a parish council to make information available to the public as part of its normal business activities. Its purpose is to make the maximum amount of information readily available at minimum inconvenience and cost to the public

SCOPE: The policy/procedure covers information **where it is held** by the authority. It includes the following classes of information:

- **Who we are and what we do:** organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it:** financial information relating to projected and actual income and expenditure, tendering, procurement and services.
- **What our priorities are and how we are doing:** strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions:** policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations.
- **Our policies and procedures:** current written protocols for delivering our functions and responsibilities.
- **Lists and registers:** information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer:** advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or which is difficult to access for similar reasons.

POLICY: To make information available in compliance with the criteria set out by the Information Commissioner. These are set out in Annex 1.

PROCEDURE:

Means of making information available

- 1.1 The Melbourn Parish Council (MPC) website is the primary means of making information available. When important information is posted, attention will be drawn to it by the following means: Home page of the website, the council's Facebook page and the Parish Notice Boards.
- 1.2 Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, Melbourn Parish Council will indicate how the information can be obtained by other means and provide it by those means.
- 1.3 In exceptional circumstances, some information may only be available by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 1.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where MPC is legally required to translate any information, it will do so.
- 1.5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

2. Written Requests

- 2.1 Information held by MPC which is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. The procedure is set out in 'Policy and procedure for the publication of information and the public's right to request information'.

3. Charges which may be made for information published under this scheme

- 3.1 Material which is published and accessed on a website will be provided free of charge.
- 3.2 Charges made by MPC for routinely published material will be justified and transparent and kept to a minimum. If a charge is to be made, confirmation of

the payment due will be given before the information is provided and MPC may request payment prior to the provision of the information.

- 3.3 Charges may be made where they are legally authorised, are justified and are in accordance with a published scheme or schedule of fees which is readily available to the public (see Section 4 below).
- 3.4 Charges may be made for the actual costs incurred, including:
 - Photocopying
 - Postage and packaging
 - The costs incurred directly as a result of viewing information
- 3.5 A charge will not normally be incurred for the staff time involved in dealing with the request. However, if a large volume of hard copy material is requested, consideration will be given to making a charge¹
- 3.6 Charges may also be made for making datasets (or part of datasets) that are relevant copyright works available for re-use².

4. Schedule of Charges

- 4.1 Photocopying will be charged at actual cost to the Parish Council, subject to a minimum of £1.
- 4.2 Postage will be charged at the standard rate for Royal Mail 2nd class.
 - The following specific charges will be made: Standing orders £2.00



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~13 January 2025~~

13 May 2026

Review Policy: Every 12 months

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¹ Calculated according to the procedure set out in 'Requests where the cost of compliance exceeds the appropriate limit. 20150909 Version 1.2' published by the Information Commissioner's Office.

² These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

ANNEX 1

CRITERIA FOR THE MODEL PUBLICATION SCHEME SET BY THE INFORMATION COMMISSIONER

The scheme commits a Parish Council to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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Review date: ~~January 2026~~ May 2027

Information available from Melbourn Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). Current information only.		
Who's who on the Council and its Committees	Website or Hard Copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard Copy	
Location of main Council office and accessibility details	Website or Hard Copy	
Staffing structure	Website or Hard Copy	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Website or Hard Copy	

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Finalised budget	Website or Hard Copy	
Precept	Website or Hard Copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website or Hard Copy	
Grants given and received	Website or Hard Copy	
List of current contracts awarded and value of contract	Website or Hard Copy	
Members' allowances and expenses	Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic plan and performance indicators (current and previous year as a minimum)	Website or Hard Copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website or Hard Copy	

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Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard Copy	
Agendas of meetings (as above)	Website or Hard Copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Website or Hard Copy	
Bye-laws	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). <i>Current information only</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Website or Hard Copy	£2.00

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Delegated authority in respect of officers		
Code of Conduct		
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:		
Internal instructions to staff and policies relating to the delivery of services	Hard Copy	
Equality and diversity policy	Website or Hard Copy	
Health and safety policy	Website or Hard Copy	
Recruitment policies (including current vacancies)	Website or Hard Copy	
Policies and procedures for handling requests for information	Website or Hard Copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy	
Information security policy	Website or Hard Copy	
Records management policies (records retention, destruction and archive)	Website or Hard Copy	
Data protection policies	Website or Hard Copy	

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Schedule of charges (for the publication of information)	Website or Hard Copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	<i>NB: some information may only be available by inspection</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy / List of Registers on Website	
Assets register	Website or Hard Copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Website or Hard Copy	
Register of gifts and hospitality	Hard Copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). <i>Current information only</i>	<i>NB: some information may only be available by inspection</i>	
Allotments	<u>Website or</u> Hard Copy	
Burial grounds and closed churchyards	<u>Website or</u> Hard Copy	
Community centres and village halls	<u>Website or</u> Hard Copy	

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Parks, playing fields and recreational facilities	<u>Website or</u> Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or Hard Copy	
Additional Information Some policies written for internal processes and procedures, are not be published on the website. However, copies may be requested from the Parish Office.	Hard Copy	

Contact details:

Parish Clerk
Melbourn Parish Council
Melbourn Community Hub
30 High Street, Melbourn
Cambridgeshire. SG8 6DZ
Email: parishclerk@melbournparishcouncil.gov.uk, Website: www.melbournparishcouncil.gov.uk

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Standing Orders - £2.00	Cost of photocopying
Statutory fee	In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/324	£25 per hour up to a maximum of 18 hours

TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

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

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

1. Membership of the Planning Committee

- a) There will be a maximum of 8 members.
- b) Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend, they will do so in an *ex-officio* capacity.
- c) The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

- a) The chair of the committee will be elected by the committee at its first meeting.
- b) The vice-chair of the committee will be elected by the committee at its first meeting.

3. Conduct of Meetings

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

4. Powers of the Planning Committee

The Planning committee shall be empowered:

- a) To act on behalf of the Parish Council in respect of routine planning issues and, in particular, to:
 - Recommend for approval or rejection, with or without comments, planning applications on the Parish Council's behalf as appropriate.
 - Submit comments and recommendations regarding planning applications to the appropriate Planning Authority on the Parish Council's behalf.

In the case of applications with a potential significant impact on the Parish, the Planning Committee will put forward reasoned proposals to the full Parish Council. Such applications will be identified in liaison with the Clerk.

- b) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.
- c) To represent the Council (whether the Chair, Vice Chair or another member) at the South Cambridgeshire District Council Planning Committee when the committee agrees to recommend refusal of an application in order to ensure that the reasons for that recommendation are properly presented and reflect the views of Melbourn residents.

5. Responsibilities and Areas of Operation of the Planning Committee

- a) To consider planning applications in respect of properties and developments in Melbourn Parish.
- b) To consider planning applications with respect to the Council's duty to consider the impact of crime and disorder issues in its work.
- c) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments and/or recommendations of approval or rejection.
- d) To ensure that any objections or recommendations are based solely on planning criteria.
- e) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- f) To take note of decision notices in respect of planning applications received from South Cambridgeshire District Council.
- g) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- h) To liaise with the District and County Councils or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.

- i) To carry out a) to h) above bearing in mind the management, preservation and enhancement of the village.
- j) To undertake training as necessary to support a) to g) above



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~19 May 2025~~ 13 May 2026

Review Policy: Every 12 months at Annual Parish Council Meeting

TERMS of REFERENCE: HR PANEL

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Human Resources Panel

SCOPE: This document covers all those activities related to the administration, employment and good management of staff employed by Melbourn Parish Council. **(These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations. Recommendations from HR Panel will be discussed and approved by full council prior to implementation).**

1. Membership and Chairing

The HR Panel will consist of a maximum of five Councillors and will need three in attendance in order to be deemed quorate.

Membership of the committee will be as decided at the Annual Parish Council meeting each year. The HR Panel will elect a Chair and Vice Chair from among the members of the Panel. In the absence of the Chair or Vice Chair at a meeting the panel will elect any member to act as Chair for that meeting.

The HR Panel may invite non-members to attend meetings.

2. Terms of reference

- 2.1 To monitor and implement the Parish Council's Employment Policy, including criteria relating to the use of discretionary elements such as pay rates.
- 2.2 To make recommendations on matters affecting terms and conditions of employment, health, safety, accessibility and well-being, employee performance and redundancy.
- 2.3 To monitor and implement agreed progression steps through the Salary Scales Policy.
- 2.4 To act as a reference point for staff in cases of sickness, hardship and/or requests for special leave

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- 2.5 To act as the primary reference point for Grievance and Disciplinary procedures, and provide recommendations on these to Full Council.
- 2.6 To provide advice and support to the council in applying policies on Harassment and Bullying and Equality and Diversity issues.
- 2.7 To review staffing in terms of structure and fitness for purpose, at least annually, making recommendations for any changes to Full Council
- 2.8 To co-ordinate staff recruitment and interviewing in conjunction with council staff and other councillors as required
- 2.9 To create and update job descriptions, contracts of employment, staff handbooks and any other critical staff-related documentation as required.
- 2.10 To provide a formal line management function to the Clerk.
- 2.11 To identify, implement and maintain an employee-training programme that covers, Induction, Employment Policies, Health, Safety, Accessibility & Well-being and skills-related training.
- 2.12 To agree and carry out Appraisals of the Clerk.
- 2.13 To support the Clerk in their role as a line manager in setting performance indicators and agreeing objectives for staff reporting directly to them.
- 2.14 To ensure that all employee personnel records and related correspondence are kept securely in accordance with the requirements of the Data Protection Act 2018, and updated Data (Use and Access) Act 2025.
- 2.15 To liaise with CAPALC and NALC as required on Human resources issues.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~19 May 2025~~ 13 May 2026

Review Policy: 12 months

TERMS of REFERENCE: Parish Maintenance Committee

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

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

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

1. Membership & Controls

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

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

2. Reporting

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

3. Terms of reference

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

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

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

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

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

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

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

And bring these to the Council for consideration and approval.

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

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

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



Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~19 May 2025~~ 13 May 2026

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

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

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

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

1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 7 Members.

1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.

1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

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

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

3. Conduct of Meetings

3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.

3.2 Meetings will be minuted by the Clerk or Deputy Clerk to the Council.

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

- 4.1 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.
- 4.2 With the exception of those areas under the remit of the Maintenance Committee; to draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.
- 4.3 To undertake an annual review of effectiveness of internal audit.
- 4.4 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and property rental and cemeteries) to be complete by the time of setting the Precept for the next year.
- 4.5 Investigate alternative funding sources such as grants.
- 4.6 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.
- 4.7 Review according to the schedule those policies and procedures delegated to the committee by the full Council.
- 4.8 Review according to the schedule the risk register, financial risk assessments and any non-financial risk assessments delegated to it by full Council.
- 4.9 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.
- 4.10 Review the Asset Register annually to ensure it is kept up-to-date.
- 4.11 To keep the Council's governance arrangements under review to ensure it continues to follow good practice.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 November 2025

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: 22 April 2026

Review Policy: Every 12 months

**TERMS OF REFERENCE FOR
MAYD JOINT COMMITTEE**

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

Appendix 1

MAYD / Parish Councils' Financial Agreement

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

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

Background

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

Financial arrangements

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

Melbourn Parish Council
Councillor

_____ Date: _____

Meldreth Parish Council _____ Date: _____

Councillor

Shepreth Parish Council _____ Date: _____

Councillor

MAYD _____ Date: _____

Chair

Melbourn Area Youth Development (MAYD)

c/o Melbourn Parish Council

November 2025

Appendix 2

MAYD / Parish Councils' Agreement

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

Background

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

Financial arrangements

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

Governance arrangements

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

meetings of the MAYD Joint Committee.

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

Safeguarding

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

Service Delivery/ Function on MAYD

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

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

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

Term of the agreement

16. This agreement shall run from November 2025 to November 2028.

Melbourn Parish Council
Councillors _____ Date:

Meldreth Parish Council
Councillors _____ Date:

Shepreth Parish Council
Councillors _____ Date:

MAYD Chair _____ Date:

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

MELBOURN PARISH COUNCIL FINANCIAL REGULATIONS**Contents**

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These Financial Regulations were adopted by the council at its meeting held on Wednesday 30 July 2025 – based on the Model Financial Regulations template produced by the National Association of Local Councils (NALC).

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, or every month there is a meeting, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as

evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.5. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council via recommendation from the Finance and Good Governance Committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £1,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items over £1,000 up to £5,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
 - For items of expenditure related to and explicitly included as part of full council pre-approved contracts covering embedded building systems and services (on any/all Parish owned buildings), the Clerk will authorise both scheduled and unscheduled work as arises provided within budget. If work is required that falls outside of contract terms it will be authorised by exception, either by agenda at full council or through councillors by email decision

- Urgent Emergency Work: Circumstances may arise where emergency service or equipment replacement is needed for safety reasons or (in the specific case of the Hub building and or its commercial operations) where urgent approval of spend is required to protect the assets or finances of the Hub and the council. When this arises the following authorisation process will be used, depending on the case in question:
 - .1. For items of budgeted non-contract expenditure on the Hub, the Clerk and Chair can authorise expenditure up to £1,000. This provision relates to items requiring emergency action.
 - .2. For items of expenditure relating to emergency maintenance which fall between £1000 and £5000 the Clerk will issue an email decision notice to all Parish Councillors (who are not also Directors of the Hub Management Group) and subject to a majority approval authority will be granted to the Clerk to action payment of approved amount.
- Where immediate action relating to emergency maintenance is needed to protect Parish assets and the Hub business, the Clerk and Chair can authorise up to £15,000 provided retrospective approval of full Council is obtained. Such action should be taken with the support of Hub management and cost estimates obtained prior to acting. Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also by the Chair

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank for daily banking. The arrangements shall be reviewed six monthly for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or Clerk shall set up all items due for payment online. A list of payments for approval shall be distributed to all signatories by email for two authorised signatories to action.
- 7.5. In the prolonged absence of the Service Administrator the Clerk, or delegated person, shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the approvals list before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members or the Clerk or RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The

approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Payment cards

- 8.1. Any corporate credit card or trade card account opened by the council will be subject to the conditions set out in Document 4.35 Credit Card Policy.

9. Petty Cash

- 9.1. The RFO shall maintain a petty cash account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by signatories to ensure that the correct payments have been made.
- 10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 10.8. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

- 12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.

13. Payments under contracts for building or other construction works

- 13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Assets, properties and estates

- 14.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 14.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

14.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

15. Insurance

15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances in consultation with the Clerk.

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Suspension and revision of Financial Regulations

16.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

16.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

16.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18.c and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**Document Approval:****(Chair to Melbourn Parish Council)****Date of Parish Council Meeting: 30 July 2025***Document Review Policy: 1 Year from last approval*

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

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
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>

PROCEDURE: Parish Council Policy Review Schedule

- PURPOSE:** To ensure all Parish Council policies and other relevant documentation are reviewed and updated in a timely manner.
- SCOPE:** All documents related to Melbourn Parish Council that require regular review and/or updates.
- SCHEDULE:** This document should be updated and presented to every Annual Meeting of the Council with a view to commencing the yearly cycle of policy review.

Key to Colour Coding

-  Immediate review and update required. Policy is critical and/or out of date.
-  Review required but not critical.
-  No action required. Review due date not reached and/or document unlikely to change.

Doc #	Name	Review Due	Who
1.00	Member's Code of Conduct	04.27	Clerk
1.01	Complaints to Melbourn Parish Council – Councillors	02.23	Council
1.02	Complaints to Parish Council - Staff	02.23	Council
2.00	Standing Orders	05-26 05.27	Council
3.01	Declaration of Acceptance of Office	As updated	Clerk
3.02	Register of members interests	As updated	Clerk
3.03	Guidance on Completing Register of Interests	As updated	Clerk
3.04	Skills Audit	03.27	Clerk
3.05	Co-option Procedure	03.27	Clerk
3.06	Dispensation for Councillors	01.28	Clerk
3.07	Signatory List (CONFIDENTIAL – not for publication)	11.26	F&GG
4.01	Creation and Revision of Documents	04.29	F&GG
4.02	Safeguarding Children & Adults at Risk	09.25	F&GG
4.03	Community Grant Policy	07.27	Council
4.04	Councillors Expenses Policy	04.27	F&GG

MELBOURN PARISH COUNCIL

Doc. No.: 0.0

Version: 1

Date approved: ~~May-2025~~May 2026

Review date: ~~May-2026~~May 2027

4.05	Community Facilities and Services Equal Opportunities for Access	06.26	Maint
4.06	Gifts and Hospitality Policy	04.27	F&GG
4.07	Model Publication Scheme	01-2605.27	Clerk
4.08	Policy & Procedure for the publication of Information	04.27	F&GG
4.09	Modern Slavery Statement	04.28	F&GG
4.10	Press and Media Policy	01.25	Council
4.11	Records Management and Disposal Policy	04.27	F&GG
4.12	Allotment Agreement	01.26	F&GG
4.13	Employee Personal Information	07.23	HR
4.14	Reserves Policy	04.27	Council
4.15	Community Engagement Policy	11.24	Clerk
4.16	Policy and Procedure for Use of Social Media	11.24	Clerk
4.17	Financial Regulations	08.26	F&GG
4.18	Persistent Complaints	06.22	HR
4.19	Risk Management Policy	01.27	Council
4.20	Financial Risk Assessment	11.26	Council
4.22	Appointment of Contractors	02.27	Maint
4.23	Parish Estates – Safety Inspections	09.26	Maint
4.24	Strategic Vision	04.27	Council
4.25	Bee keeping : Allotments	10.25	Maint
4.26	<i>Petty Cash (not required)</i>	-	F&GG
4.27	<i>Prepaid Debit Cards (not required)</i>	-	F&GG
4.28	Environmental & Biodiversity Policy	09.26	Council
4.29	Verification of Bank Reconciliations	04.27	F&GG
4.30	Effectiveness of Internal Audit	06.26	F&GG
4.31	Effectiveness of Internal Controls	06.26	F&GG
4.32	Investment Strategy 26-27	11.26	F&GG
4.33	Policy and Procedure - Income Receipts and Handling	07.27	F&GG
4.34	Policy and Procedure – Procurement of Goods and Services	10.23	F&GG
4.35	Policy and Procedure - Credit Card	04.27	F&GG
4.36	Information Data Protection Policy	11.24	Council
4.37	Asset Management Reserve Policy	04.27	F&GG
4.38	Subject Access Request Register	04.27	F&GG
4.40	Hub Financial Controls	08.24	Council
4.41	Lost Property Policy	09.27	Council
4.42	IT Policy	02.28	Council
5.01	Employment – General Policy	01.22	HR
5.02	Equality & Diversity	05.20	HR
5.03	Harassment Policy	05.20	HR
5.04	Grievance Policy	02.25	HR
5.05	Disciplinary Policy	03.25	HR

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MELBOURN PARISH COUNCIL

Doc. No.: 0.0

Version: 1

Date approved: May-2025 May 2026

Review date: May-2026 May 2027

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5.06	Capability Policy	05.22	HR
5.07	Lone Working Policy	03.20	HR
5.08	Whistle Blowing Policy	06.23	HR
5.09	Training & Development Policy	04.20	Council
5.10	Health, Safety, Accessibility and Wellbeing Policy	03.24	HR
5.11	Appraisal Procedure	02.22	HR
5.12	Salary Review Policy and Procedure	03.23	HR
5.13	Recruitment Policy	02.20	HR
6.01	Finance & Good Governance – TOR	11.26	Council
6.02	Planning Committee – TOR	05-2605.27	Council
6.03	HR Panel – TOR	05-2605.27	Council
6.04	<i>Melbourn Futures Working Party – TOR (replaced with 6.11)</i>		
6.06	Maintenance Committee – TOR	05-2605.27	Council
6.08	MAYD Joint Committee	11.26	MAYD
6.09	<i>Melbourn Play Parks Working Party – TOR (disbanded 05/2023)</i>		
6.10	Internal Audit – TOR	04.27	F&GG
6.11	Melbourn Futures WP -TOR	04.27	F&GG
6.12	<i>Website Working Party – TOR (disbanded 2025)</i>		
6.13	<i>Skate Park Working Party – TOR (disbanded 2025)</i>		
8.02	Playparks – RA	04.27	Maint
8.03	Cemeteries – RA	04.27	Maint
8.04	MVAS – RA	04.27	Maint
8.05	Asbestos Management Plan	02.27	Maint
8.08	Allotments – RA	04.27	Maint
8.09	Litter Picking: Staff and Service Providers- RA	04.27	HR
8.10	Litter Picking: Volunteers – RA	01.18	HR
8.11	Pavilion & Sports Pitches – RA	04.27	Maint
8.12	Herbicide Spraying – RA	04.27	Maint
8.13	<i>Pavilion Covid-19 – RA (Not required)</i>		
8.14	Volunteer hedge planting – RA (review as needed)	02.23	Maint
8.15	General Risk Register	04.27	Council
8.16	First Aid Needs Assessment	10.25	Council

General Power of Competence (GPC) Eligibility Checklist

For consideration by Melbourn Parish Council under PC015/2627), 13 May 2026.

The Council may resolve to adopt the General Power of Competence if it satisfies the conditions set out in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Eligibility Requirements

- At least two-thirds of the total number of councillors are elected members
- The current Clerk in post holds an eligible qualification (e.g. CiLCA)



It is confirmed that Melbourn Parish Council meets the prescribed requirements and is therefore eligible to re-adopt the General Power of Competence.

Recommended Resolution

It is RESOLVED that the Council confirms that it meets the eligibility criteria for the General Power of Competence and hereby re-adopts the General Power of Competence.

Melbourn Parish Council
Responsible Financial Officer's Report – April 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 April 2026, based on the attached summary of income and expenditure. The figures presented reflect activity from 1st April to the 30th April 2026 and includes any future commitments recorded in April. These have been produced using the council finance system.

2. Income Overview

• Total income to date:	£35,796
Income	£189,036
<u>Deferred Income</u>	<u>(£153,240)</u>
Total Income	£35,796

- Key income item: The primary source of income remains the precept payment received in April. The amount of £153,240 is for 6 months and this has been deferred and will be released in the months in which the income relates. The amount of £30,648 relates to 1 month of income.
- The proposed reorganisation of local government and ever-changing political landscape poses 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.
- The investments held are expected to generate an improved return on the Council's reserves while maintaining an appropriate level of security and liquidity in line with the parish plans.
- Burial, memorial and internment fees have already produced income which should support the project developing New Road Cemetery to include a permanent memorial for scattering of ashes.
- The increase in rental for Little Hands has been reflected in the accounts.
- £59,908.14 figure has been provided for the community benefit fund, this has yet to be recognised in the accounts.

3. Expenditure Overview

- **Total expenditure to date:** £37,528
- | | |
|--------------------|------------------|
| Expenditure | £75,106 |
| Accruals | £3,036 |
| <u>Prepayments</u> | <u>(£40,614)</u> |
| Total Income | £37,528 |

Expenditure currently represents approximately 8.9% 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, the youth community co-ordinator role has been budgeted for and as yet remains as a vacancy.
- **Legal Fees** – There is currently a refund of £390.00 this relates to a correction for Savills.
- **Grants and donations** – Included in Grants is the Melbourn Mobile Warden Scheme.
- **ROSPA reports** – The reports have been received into the office, whilst these have yet to be reviewed, we are aware that additional spend may need to be considered.

4. Bank and Reserves Position

- **Bank Balance** (April 2026): The Council's total funds stood at £801,595. Of this, £191,139 is held in the current bank account for day-to-day operations we would need to move the excess into the savings account and a transfer will be included in the approvals. 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 £230,655 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 of 30th April 2026 remains strong and stable.

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 reserves, stable income and investment returns supporting the delivery of planned services and projects.

Income & Expenditure by Budget 30/04/2026

Month No: 1

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1000 Interest Received	860	11,000	10,140			7.8%
1076 Precept	30,648	367,776	337,128			8.3%
1200 Allotment Rent received	0	3,500	3,500			0.0%
1210 Grass Cutting Contribution	0	3,939	3,939			0.0%
1300 Burial Fees	1,200	3,500	2,300			34.3%
1305 Memorials Fees	100	1,000	900			10.0%
1310 Internment Fees	645	1,000	355			64.5%
1400 Match Fees	0	3,350	3,350			0.0%
1500 Hire of Recreation Grounds	0	750	750			0.0%
1550 Hire of Pavilion	0	100	100			0.0%
1600 Property Rental Income	2,342	28,107	25,765			8.3%
Total Income	35,796	424,022	388,226			8.4%
<u>Overhead Expenditure</u>						
4000 Salaries & Pensions	11,640	155,479	143,839		143,839	7.5%
4010 Other Staff Costs	0	250	250		250	0.0%
4055 Pension Scheme Costs	72	550	478		478	13.1%
4060 Staff & Councillor Expenses	0	800	800		800	0.0%
4065 Training	58	2,500	2,442		2,442	2.3%
4070 Timebank Expenses	60	696	636		636	8.6%
4100 Audit Fees	200	2,350	2,150		2,150	8.5%
4105 Legal & Professional Fees	(390)	1,000	1,390		1,390	(39.0%)
4110 Insurance	1,145	14,520	13,375		13,375	7.9%
4115 Memberships & Subscription	146	1,922	1,776		1,776	7.6%
4120 Parish Clock	0	500	500		500	0.0%
4125 Broadband & Telephone	16	184	168		168	8.6%
4130 Computer & IT	57	3,042	2,985		2,985	1.9%
4140 Software Licences	525	4,833	4,308		4,308	10.9%
4150 Printing Postage & Stationery	59	1,295	1,236		1,236	4.5%
4155 Office Costs	11	459	448		448	2.4%
4170 Office Rent	1,250	15,615	14,365		14,365	8.0%
4175 Subcontractors	625	10,127	9,502		9,502	6.2%
4190 Office Furniture & Equipment	0	1,000	1,000		1,000	0.0%
4195 Sundry Expenses	0	550	550		550	0.0%
4200 Bank Charges	16	300	284		284	5.2%
4205 Grants	5,400	9,450	4,050		4,050	57.1%
4207 Youth Expenditure (Mayd)	0	6,500	6,500		6,500	0.0%
4208 S106 Expenditure	5,000	0	(5,000)		(5,000)	0.0%
4220 Election Costs	0	1,560	1,560		1,560	0.0%
4225 Community Events	0	2,786	2,786		2,786	0.0%

Income & Expenditure by Budget 30/04/2026

Month No: 1

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4230 Van - Tax, MOT, Fuel, Repairs	0	1,000	1,000		1,000	0.0%
4235 Wardens Materials	114	1,050	936		936	10.9%
4240 Wardens Equipment	10	2,000	1,990		1,990	0.5%
4315 Maintenance & Reps - Planned	831	10,320	9,489		9,489	8.1%
4320 Maintenance & Reps- Unplanned	0	17,500	17,500		17,500	0.0%
4350 Christmas Tree/Plants	0	750	750		750	0.0%
4360 Tree & Hedge Work - Planned	1,205	1,500	295		295	80.3%
4365 Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%
4370 Project work	1,000	2,000	1,000		1,000	50.0%
4410 Nature Reserve management plan	0	500	500		500	0.0%
4420 Grounds Maintenance - Unplanned	2,270	3,000	730		730	75.7%
4430 Grounds Maintenance - Planned	0	2,457	2,457		2,457	0.0%
4500 Rates	1,278	17,439	16,161		16,161	7.3%
4505 Electricity	1,526	6,000	4,474		4,474	25.4%
4510 Water	0	2,075	2,075		2,075	0.0%
4605 Refuse & Dog Bin Collection	399	5,458	5,059		5,059	7.3%
4635 Village Maintenance Contract	2,865	35,785	32,920		32,920	8.0%
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%
4700 PWLB Interest	0	30,577	30,577		30,577	0.0%
4705 PWLB Capital	0	15,663	15,663		15,663	0.0%
4750 Service Charge-Hundred Houses	0	960	960		960	0.0%
4850 Parish Planning	0	6,500	6,500		6,500	0.0%
4900 Highways & Footpaths	0	12,500	12,500		12,500	0.0%
4920 Street Lighting	56	1,250	1,194		1,194	4.5%
Total Overhead	37,442	424,022	386,580	0	386,580	8.8%
Total Income	35,796	424,022	388,226			8.4%
Total Expenditure	37,442	424,022	386,580	0	386,580	8.8%
Net Income over Expenditure	(1,647)	0	1,647			
plus Transfer from EMR	6,000	0	(6,000)			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	4,353	0	(4,353)			

Cambridgeshire & Peterborough Association of
Local

The Norwood Building, Parkhall Road

Somersham

CAMBRIDGESHIRE

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finance@cambs-peterborough-alc.gov.uk

Company Registration No. 12585308

Invoice



INVOICE TO

Melbourn Parish Council

INVOICE NO.	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6060	06/05/2026	£205.42	05/06/2026	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Internal Audit Service	Internal Auditor - Year End - 31st March 2026	4.50	40.00	180.00
	Internal Audit Service	Internal Auditor - Mileage	56.48	0.45	25.42

IA - Rosie Hughes
Clerk - Abbie Williams

BALANCE DUE

£205.42

UNITY TRUST BANK
Sort Code 60-83-01
Account 20449285

Melbourn Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Current Account	44,599.50
31/03/2026	Unity Deposit A/c	78,385.52
31/03/2026	Charity Bank Ethical 1 Year	33,290.16
31/03/2026	Nationwide 45 Day	127,952.43
31/03/2026	Public Sector Deposit fund	270,547.24
31/03/2026	Prepaid Debit Card	280.59
31/03/2026	Cambs & County 1 Year Fixed	100,000.00

655,055.44

Receipts not on Bank Statement

0.00

Closing Balance

655,055.44

All Cash & Bank Accounts

1	Current Bank A/c	44,599.50
2	Unity Deposit A/c	78,385.52
3	Charity Bank Ethical 1 year	33,290.16
4	HTB	0.00
5	Nationwide 45 Day	127,952.43
6	Public Sector Deposit Fund	270,547.24
7	Prepaid Debit Card	280.59
8	Cambs & County 1 year fixed	100,000.00
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>655,055.44</u>

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Melbourn Parish Council

County area (local councils and parish meetings only):

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		663,510.00
Deduct: Debtors (enter these as negative numbers)		
Trade Debtors	(3,834.00)	
VAT	(5,824.00)	
3	(9,658.00)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(34,511.00)	
2	(34,511.00)	
Total deductions		(44,169.00)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Trade Creditors	34,300.00	
Accruals	1,415.00	
	35,715.00	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
Total additions		35,715.00
Box 8: Total cash and short term investments		655,056.00

1.00 Rounding

Melbourn Parish Council Current Year

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>630,316.20</u>	<u>663,510.12</u>
100	Debtors	662.75	3,764.00
103	Cemetery Debtors	0.00	75.00
105	VAT Control A/c	6,140.47	5,824.31
110	Prepayments	74.18	34,511.34
526	HMRC Liability	0.00	0.48
	Less Total Debtors	<u>6,877.40</u>	<u>44,175.13</u>
101	Allotment Debtors	0.00	5.00
500	Creditors	6,355.83	34,299.78
510	Accruals	0.00	1,415.19
527	Pension Liability	624.90	0.48
	Plus Total Creditors	<u>6,980.73</u>	<u>35,720.45</u>
	Equals Total Cash and Bank Accounts	<u>630,419.53</u>	<u>655,055.44</u>
200	Current Bank A/c	140,723.47	44,599.50
201	Unity Deposit A/c	184,468.23	78,385.52
202	Charity Bank Ethical 1 year	32,291.41	33,290.16
204	Nationwide 45 Day	124,520.27	127,952.43
205	Public Sector Deposit Fund	85,000.00	270,547.24
210	Prepaid Debit Card	280.59	280.59
215	Cambs & County 1 year fixed	63,056.56	100,000.00
250	Petty Cash	79.00	0.00
	Total Cash and Bank Accounts	<u>630,419.53</u>	<u>655,055.44</u>

Explanation of variances

Name of smaller authority: **Melbourn Parish Council**
 County area (local councils and parish meetings only):

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	566,123	630,316				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	329,524	350,217	20,693	6.28%	NO		
3 Total Other Receipts	182,498	130,296	-52,202	28.60%	YES		P/year we received funds for maintenance of land these were moved to EMR's
4 Staff Costs	109,985	133,635	23,650	21.50%	YES		End of 2025 we employed a finance admin 2026 includes a full years wages
5 Loan Interest/Capital Repayment	49,842	66,319	16,477	33.06%	YES		Due to a new finance system with greater visibility we have recognised the loan interest charged in March 2026 in the correct financial year this has resulted in a variance.
6 All Other Payments	288,003	247,365	-40,638	14.11%	NO		
7 Balances Carried Forward	630,315	663,510				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	630,420	655,055				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,537,905	2,543,379	5,474	0.22%	NO		
10 Total Borrowings	757,391	738,997	-18,394	2.43%	NO		

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**

- The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
- **Sections 1 and 2** must be completed and approved by the authority.
- **Section 3** is completed by the external auditor and will be returned to the authority.

3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:

- the Annual Governance and Accountability Return Sections 1 and 2, together with
- a bank reconciliation as at 31 March 2026
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2026

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

EM Melbourn Parish Council

<https://melbournparishcouncil.gov.uk> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24/02/2026 27/04/2026 DD/MM/YYYY

ROSIE M HUGHES AUDITOR

Signature of person who carried out the internal audit

R Hughes SIGNATURE REQUIRED

Date

27/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Melbourn Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://melbournparishcouncil.gov.uk>

Section 2 – Accounting Statements 2025/26 for

Melbourn Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	566,123	630,316	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	329,524	350,217	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	182,498	130,296	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	109,985	133,635	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	49,842	66,319	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	288,003	247,365	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	630,316	663,510	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	630,420	655,055	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,537,905	2,543,379	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	757,391	738,997	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Melbourn Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

MELBOURN PARISH COUNCIL - Annual Governance & Accountability Return 2025/26

Meeting: 24 June 2026

Agenda Item: PCxxx

The following table sets out the annual governance statements and criteria for ticking yes for Cllrs to consider when deliberating

Governance Statement	Ticking 'Yes' Means this authority:	Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.	<ul style="list-style-type: none"> ✓ Budget prepared and approved before setting the precept (<i>PC150/2526a &b</i>) ✓ Budget monitored during the year with actions taken (<i>monthly comparative reports</i>) ✓ RFO formally appointed ✓ Accounting records up-to-date with supporting documents ✓ Regular bank reconciliations completed and reviewed ✓ Investments managed appropriately (<i>Doc 4.32 – Nov 25 & Apr 26</i>) ✓ Statement of accounts prepared accurately and on time ✓ Reserves reviewed and General Reserve Policy in place (<i>Doc 4.14 Apr 26</i>)
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	<ul style="list-style-type: none"> ✓ Standing Orders & Financial Regulations in place and reviewed (<i>Doc 2.0 May 25, Doc4.17 Jul 25</i>) ✓ Proper controls over payments, income, and banking ✓ Bank mandates approved and up to date ✓ Credit card controls in place (<i>Doc 4.35 Apr 25</i>) ✓ Employment arrangements compliant ✓ VAT treatment correct and reclaims timely ✓ Asset register updated ✓ Annual review of internal control completed (<i>PC132 2526b</i>)
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	<ul style="list-style-type: none"> ✓ All decisions made within legal powers ✓ GPC eligibility confirmed & minuted (<i>PC016/22 May 22</i>) ✓ Compliance with Accounts & Audit Regulations reviewed ✓ No unlawful decisions or payments made ✓ Proper practices applied throughout the year
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts	<ul style="list-style-type: none"> ✓ Public rights notice published with required documents (<i>27 Jun 25</i>) ✓ Inspection period lasted 30 working days (<i>30 Jun – 8 Aug 25</i>) ✓ Inspection period included first 10 working days of July ✓ Notice of conclusion of audit published (<i>24 Sep 25</i>)

MELBOURN PARISH COUNCIL - Annual Governance & Accountability Return 2025/26

<p>5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p>Considered and documented the financial and other risks it faces and dealt with them properly.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annual risk assessment completed and reviewed (<i>PC239/25n</i>) <input checked="" type="checkbox"/> Risks recorded with mitigation measures (<i>Doc 8.15</i>) <input checked="" type="checkbox"/> Adequate insurance in place <input checked="" type="checkbox"/> Operational facility checks completed
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems..</p>	<p>Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Independent internal auditor appointed (<i>PC148/2526k</i>) <input checked="" type="checkbox"/> Auditor given full access to documents <input checked="" type="checkbox"/> Internal audit report received and considered (<i>PC194/256d & PC014/2627a</i>) <input checked="" type="checkbox"/> Actions from reports implemented
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>Responded to matters brought to its attention by internal and external audit.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Internal audit findings considered <input checked="" type="checkbox"/> External audit findings considered (<i>General Risk reg reviewed within financial year</i>) <input checked="" type="checkbox"/> Corrective actions completed
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.</p>	<p>Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Council considered financial impact of events <input checked="" type="checkbox"/> Adjustments made where required <input checked="" type="checkbox"/> Evidence recorded in minutes
<p>9. Trust Funds - Not applicable to Melbourn Parish Council</p>		
<p>10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.</p>	<p>Has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Council-owned email domain used ? Website meets accessibility regulations (WCAG 2.2 AA) (Accessibility statement addresses shortfall of regulations and new website production underway) <input checked="" type="checkbox"/> Required FOI/Transparency documents published (https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/) <input checked="" type="checkbox"/> GDPR compliance in place (policies, training, audits) <input checked="" type="checkbox"/> IT policy in place covering device and data security (<i>Doc 4.42 PC184/2526b</i>)

PC019 2627a) Antisocial Behaviour

Following several recent visits by the PCSO and a number of reports from residents, including on social media, it is appropriate that the Council is made aware of an increase in incidents of crime and antisocial behaviour in and around the village and surrounding area. While none of these incidents are significant in isolation, taken together they represent a noticeable change and are beginning to affect residents' sense of safety and wellbeing.

The intention in raising this is not to sensationalise the issue, but to ensure it is acknowledged and considered at an early stage.

In response, the reporting process for damage and vandalism has been updated to include antisocial behaviour. A new category field has been added to allow for more targeted reporting. This data will continue to be reported to the Maintenance Committee, and where further discussion or action is required, matters can be referred to Full Council.

Summary of recent incidents

Date	Location	Details	Category
27/03/2026	New Rec	Bin fire on New Rec	Fire damage
30/03/2026	New Rec / pavilion	Graffiti on Asgard shed - doesn't look like it is part of the approved graffiti wall	Graffiti
30/03/2026	High Street, No 83	Mulch delivered for garden pushed over - blocking pathway	Vandalism
30/03/2026	Stockbridge Meadows - car park	Car abandoned.	Other
30/03/2026	Worcester Way - woods	Fly tipping of household goods in the woods at rear of Worcester Way.	Fly tipping
19/04/2026	New Rec	Bench removed and moved around rec	Vandalism
20/04/2026	Bowls Club	2 x smashed windows and benches knocked on to green	Property damage
01/05/2026	The Moor car park	3 x smashed lights	Vandalism
02/05/2026	The Moor	Report of hoax call claiming someone has been shot - sent our air ambulance etc	ASB
03/05/2026	The Moor	Another hoax call made claiming someone had been stabbed.	ASB
04/05/2026	The Moor	Tree / wood set on fire	Fire damage
04/05/2026	Station Road	Break in at 7-9 Station Road. People gained entry and smashed windows.	Property damage
07/05/2026	The Moor	Allotments - trespassing by youths looking for another route through. Suspicious behaviour around neighbouring property.	Other
07/05/2026	The Moor	Evidence of deodorant cans being set on fire.	Fire damage
08/05/2026	The Moor	ASB from 4pm onwards - screaming and swearing.	ASB
09/05/2026	Station	ASB - kids jumping on tracks at railway station.	ASB
10/05/2026	The Moor	Two bikes in the river mel and memorial bench moved.	ASB

PC020 2627a) School Streets Scheme

To: Cllr Campbell, Parish Clerk
Date: 17 April 2026
Subject: Safer Streets

Hi Audrey and Abi,

I hope you are well.

I have seen this <https://www.youtube.com/watch?v=OTBrMWQkyhc> recently about closing roads at school drop off and pick up.

I wondered about closing Orchard Road to Medcalfe Way, what do you think? Would the Parish Council support this?

Warm wishes

Stephanie Wilcox
Headteacher

Discussion to look at feasibility of School Streets Scheme offered by Cambridgeshire County Council.

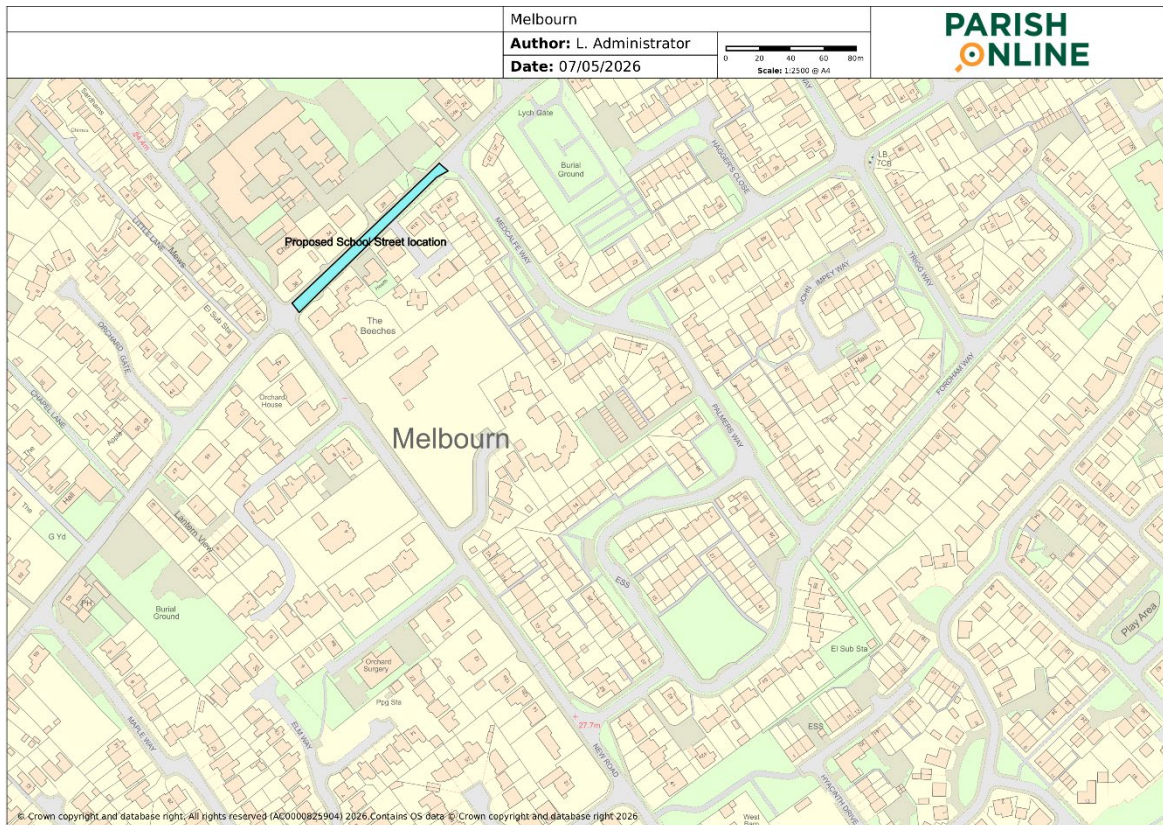
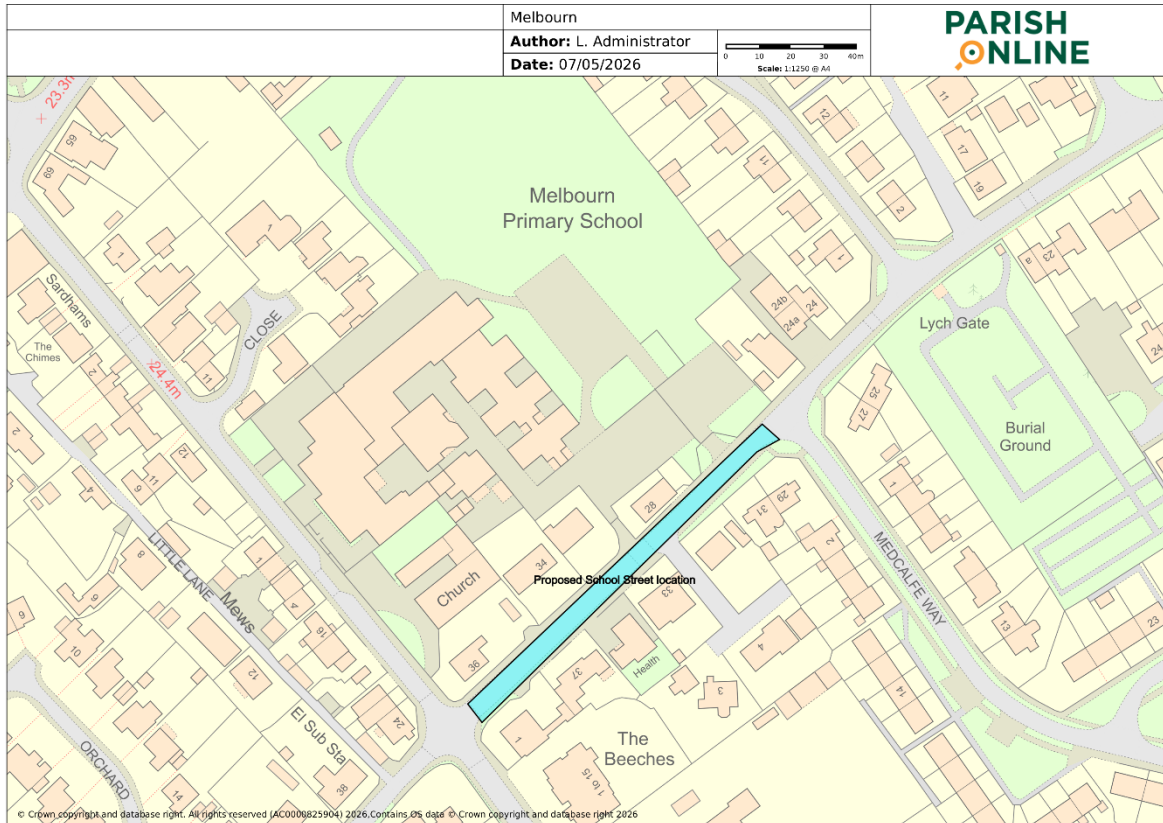
More information can be found here: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/school-streets>

Consideration should be taken about how any application may affect the recent Local Highways Improvement award in the same area.

Location plans overleaf.

PC020 2627a) School Streets Scheme

Proposed location



Attached: Application and supporting documents for successful LHI application (June 2025)



🏠 **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

Date of application:	January 2025 (updated June 2025)
Applicant name:	Melbourn Parish Council
Applicant address:	Melbourn Community Hub 30 High Street Melbourn SG8 6DZ
Contact name:	Abigail Williams, Parish Clerk
District:	South Cambridgeshire
Contact details:	parishclerk@melbournparishcouncil.gov.uk 01763 263303 ext 3

Please accept the following as supporting documentation for application to the 25/26 Local Highway Improvement Initiative from Melbourn Parish Council.

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



Application form responses:

District South Cambridgeshire

Parish/Town/City/Community Group? Parish

Applicant Name Abigail Williams on behalf of Melbourn Parish Council

Applicant Email Address parishclerk@melbournparishcouncil.gov.uk

Applicant Contact Number 01763263303

What is the population of the area of your requested improvement?

4772 - although considerably more since numbers stated from 2018 in link provided.

What is the maximum budget you are able to contribute towards your requested improvements?

Committee have committed to up to £20,000 contribution subject to approval of Full Council. This can be covered by a combination of precepted funds (2026/27) and reserves.

What specific type of measure(s) are you applying for?

Priority Chicane
Uncontrolled crossing point
Bollards / fencing

Description

This application focuses on improving safety around the Primary School, addressing risks associated with high traffic and pedestrian activity. Based on discussions with Highways, proposed measures include:

- Installing a pinch point on Orchard Road.
- Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.

These suggestions are preliminary and open to adjustment based on feasibility studies, which may also explore options like crossing patrol attendants, line painting, or different crossing types. Melbourn Parish Council is committed to collaborating with Highways to identify and implement the most effective solutions.

Evidence from an existing pinch point on Mortlock Street demonstrates its success in controlling traffic and improving safety. However, as the village grows and school intake increases, the busiest pedestrian entrance to the school on Orchard Road faces significant challenges. The narrow pathway often becomes congested, forcing pedestrians into the roadway.

Efforts by the PTFA to explore alternative solutions, such as lollipop attendants, zebra crossings, and volunteer helpers, have not been successful, underscoring the need for robust action through this application.

This proposal aims to ensure safer access for children and parents while addressing the long-term needs of the growing community.



How does your application address a known safety issue? Yes, in supporting documentation **1. Known safety issues.**

How will your application increase safety for highway users?

The addition of bollards / fencing at the Mortlock / Orchard junction would help prevent vehicles from driving over the pavement when turning the corner, which currently occurs frequently, as the definition of the boundary between road and pavement is currently ill-defined. They would also be beneficial for all pedestrians in providing a physical and visible definition of where the pavement ends/road begins and prevent them from accidentally stepping out into the road, especially young children and the visually impaired. The bollards / fencing would also prevent vehicles from parking too close to the junction of the crossroads on Mortlock St / Orchard Rd – this would improve visibility for pedestrians, safer passage for cyclists as well as definition of the crossing for users with limited vision.

The pinch point would slow traffic along Orchard Road – this would improve safety for pedestrians using the narrow pathways and crossing the thoroughfare. Road users would also benefit from more defined parking restrictions and easing flow of navigating parked cars. The pinch point would also widen the pavement for pedestrians at the entrance/exit to the school where it can be busy whilst also shortening the width of the road needed to cross.

How does your application contribute positively to sustainable transport, public transport, & health?

Providing safer crossings on the busiest pedestrian routes to school will encourage active travel to/from school from a wider proportion of the school community. This would in turn reduce travel by car to school, reducing traffic on the roads, making local journeys safer for all road users and pedestrians. More active travel to school will encourage physical activity in school children who could choose to walk, cycle or scooter to school.

Does your application have demonstrable local support?

The application is submitted with letters of support from the Headteacher of Melbourn Primary School, District Cllr Hales and District Cllr Hart. As well as County Cllr van de Ven. As demonstrated in supporting documentation **2. Local Support.**

How will your requested changes result in localised environmental improvements?

Improvements will result in positive reduction in speed of vehicles and may reduce the number of vehicles using a minor thoroughfare – moving more traffic to the major thoroughfares in the village, especially at key times for school access.

Reducing the amount of road traffic by encouraging active travel to school will reduce emissions from vehicles driving to/from school and reduce the number of waiting/idling vehicles.

Location link – in supporting documentation **3. Location.**

Have your requested improvements been shared with and approved by the respective County member(s) for the area?

Yes. As demonstrated in supporting documentation **2. Local Support**

Has an informal consultation been undertaken for your proposed scheme, and does it have the support of the local residents and stakeholders that would be directly affected by it?

No

Partly – consultation has taken place between key stakeholders of the Melbourn Primary School and the PTFA.

A consultation of local residents would take place on acceptance to the scheme with a better understanding of the measures to be put in place. As demonstrated in supporting documentation **2. Local Support**



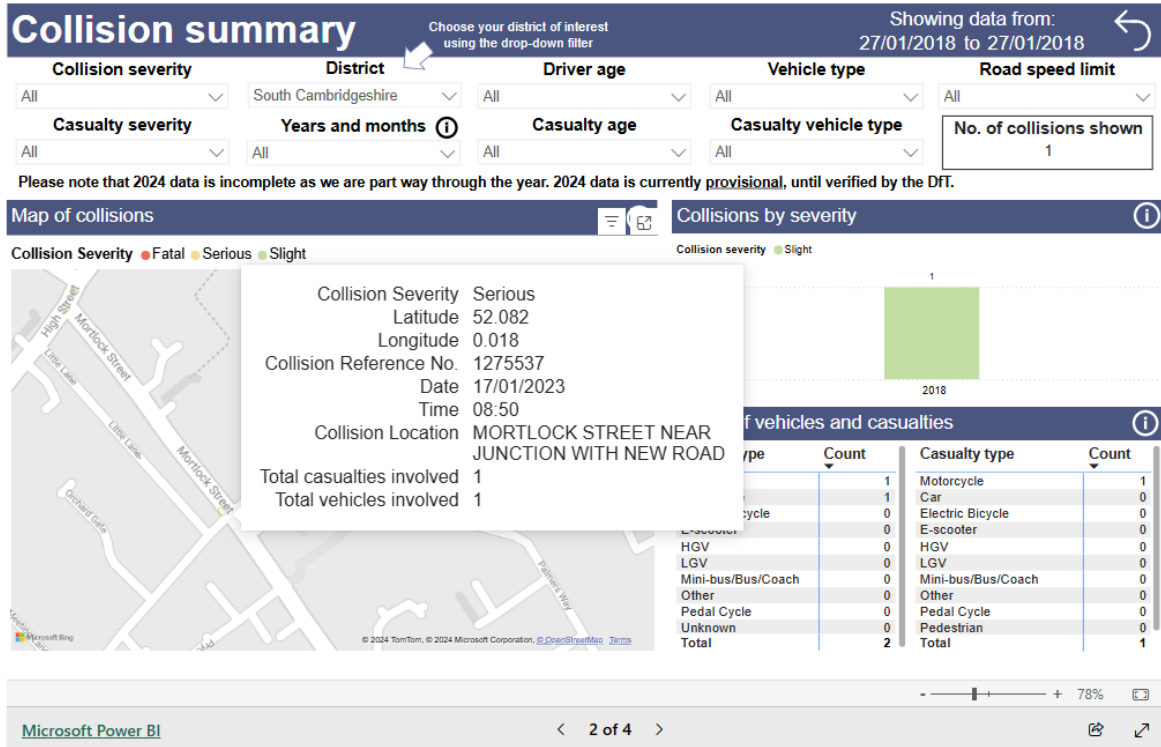
Please confirm that you understand that your financial contribution should not be reliant on any subsequent requests by your (the applicant) to third parties to secure all of, or a proportion of the agreed funding allocation?

Yes



1. Known safety issues

One serious collision is recorded in recent times.



Other incidents have occurred without report or serious injury.

Anecdotal evidence can be seen in the recent email sent from Melbourn Primary School to parents:

From: Melbourn Primary School [REDACTED]
Date: 5 November 2024 at 14:17:47 GMT
To: [REDACTED]
Subject: Accident on Orchard Road
Reply-To: office@melbourn.cambs.sch.uk

Dear Parents & Carers

We have had a wonderful day at school today with lots of fun on the inflatables.

However, during the school lunch break there was a road traffic accident just outside the school staff car park in Orchard Road. Sadly, a motorcyclist was injured and an ambulance had to be called.

Please be aware that many of the children saw the ambulance and are aware of what happened.

Obviously, our main concern is for those injured and their families; we hope they make a full recovery.

We feel it is important that you know about the accident should your children be worried about what they saw and talk about it this evening.

If you are worried about your child's response, please do not hesitate to contact your child's class teacher.

Yours faithfully

Mrs Stephanie Wilcox

Headteacher



2. Local Support

Cllr Jose Hales
23 Elm Way
Melbourn
SG8 6UH

18 December 2024

To whom it may concern

Please accept this letter of support for the Melbourn Parish Council application for Local Highways Improvement for 'Safety around the Primary School'.

Road safety around Melbourn Primary School has long been a concern – some measures have been put in place but the prevalence of driving children to school, busy parental/carer lives and the amount of traffic on the roads around the school still causes concern.

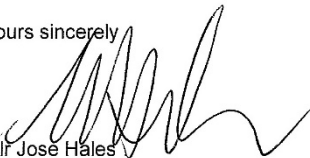
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- Installation of bollards/fencing around the four corners of the Orchard Road / Mortlock Street tabletop crossing – these have previously been installed but not replaced as they have been damaged.

It is understood that a feasibility study may highlight other options that could benefit the area – we would welcome discussion on any developments.

I support this application.

Yours sincerely


Cllr Jose Hales
District Councillor



Cllr Sally Ann Hart
62 High Street
Melbourn
SG8 6AJ

18 December 2024

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I support this application.

Yours sincerely

Cllr Hart

Cllr Sally Ann Hart
District Councillor



Mortlock Street, Melbourn, Nr Royston, Herts SG8 6DB Tel: 01763 223457

Headteacher: Mrs Stephanie Wilcox

18th December 2024

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Melbourn Primary School support this application.

Yours faithfully

Stephanie Wilcox

Stephanie Wilcox
Headteacher

Email: office@melbourn.cambs.sch.uk

Website: www.melbournprimaryschool.org.uk



Making learning irresistible





Cllr Dr Susan van de Ven
95 North End
Meldreth
SG8 6NU

18 December 2024

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I support this application.

Yours sincerely

Cllr van de Ven

Cllr Dr Susan van de Ven
County Councillor



Cllr Adam Bostanci
Meldreth

18 June 2025

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Road safety around Melbourn Primary School has long been a concern – some measures have been put in place but the prevalence of driving children to school, busy parental/carer lives and the amount of traffic on the roads around the school still causes concern.

Melbourn Parish Council have worked with the PTFA and representatives from Cambridgeshire County Council to highlight the most appropriate measures to put in place. These measures currently include:

- A buildout chicane with crossing on Orchard Road to reduce traffic speed, promote safer parking and allow for a defined crossing point for children and parents
- Installation of bollards/fencing around the four corners of the Orchard Road / Mortlock Street tabletop crossing – these have previously been installed but not replaced as they have been damaged.

The feasibility study completed on behalf of Cambridgeshire County Council concluded that these were suitable and cost effective solutions.

I support this application.

Yours sincerely

Cllr Bostanci

Cllr Adam Bostanci
Cambridgeshire County Councillor



Letter to residents – June 2025



🏠 **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

Orchard Road / Mortlock Street / New Road Residents

June 2025

Dear Resident,

Safety improvements around the Primary School

Melbourn Parish Council have recently submitted an application for a Local Highways Improvement Initiative (LHI) grant to improve the safety of the roadway and footpaths around the Primary School.

Having taken advice from the Highways department we are seeking works to:

- Reinstating the raised crossing on Orchard Road with the addition of a chicane to increase pavement safety.
- Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.

The proposed pinch point crossing on Orchard Road would take a similar form to the one installed in Mortlock Street – slowing traffic at key school hours and further defining parking restrictions along the carriageway. The added benefit of the pinch point would be the extended path width – helping with overcrowding at key times and shortening the distance children and carers are required to cross the road.

The re-installation of the bollards / fencing at the crossing would help to prevent vehicles mounting the pavement when turning the corner and causing a hazard for pedestrians.

Our initial application has been successful, and a feasibility study was carried out by the Highways team. This application will now go before the Local Highways Improvement Panel on Friday 11 July 2025.

If you wish to show your support or have any concerns about the proposed improvements please complete the form <https://forms.office.com/e/WRq5nFM6Y4>, or contact parishclerk@melbournparishcouncil.gov.uk.

Kind Regards

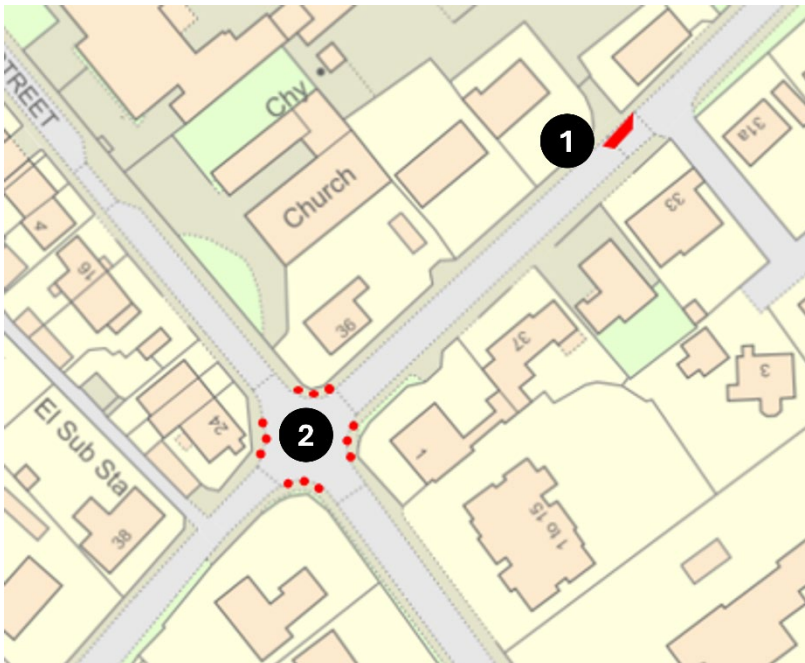
Graham Clark, on behalf of Melbourn Parish Council
Melbourn Parish Council, Chair.



Opening hours: 1000 – 1600 Monday, Tuesday, Wednesday, Friday | CLOSED Thursday, Saturday, Sunday



3. Location



1. Pinch Point – Orchard Road [///imprints.term.titles](http://imprints.term.titles)
2. Passively safe bollards / safety fencing – Orchard Road / Mortlock Street crossroads [///trinkets.shuttered.bids](http://trinkets.shuttered.bids)



July 2025

Melbourn Parish Council

Improving safety around Melbourn Primary School

Our Proposal

Repeated efforts by the PTFA and School to improve road safety around the Primary School, such as staff monitoring, highlighting safe parking and communication with users have not been successful, underscoring the need for robust action through this application.


This proposal aims to ensure safer access for children while addressing the long-term needs of a growing community.



Reinstating the raised crossing on Orchard Road with the addition of a chicane to increase pavement safety.

The pinch point crossing would slow traffic along Orchard Road – this would improve safety for pedestrians using the narrow pathways and crossing the thoroughfare.

- The more defined crossing area would improve safety by highlighting a safe crossing point to all carriageway users.
- Discouraging rat running along Orchard Road and reducing traffic around the Primary School.

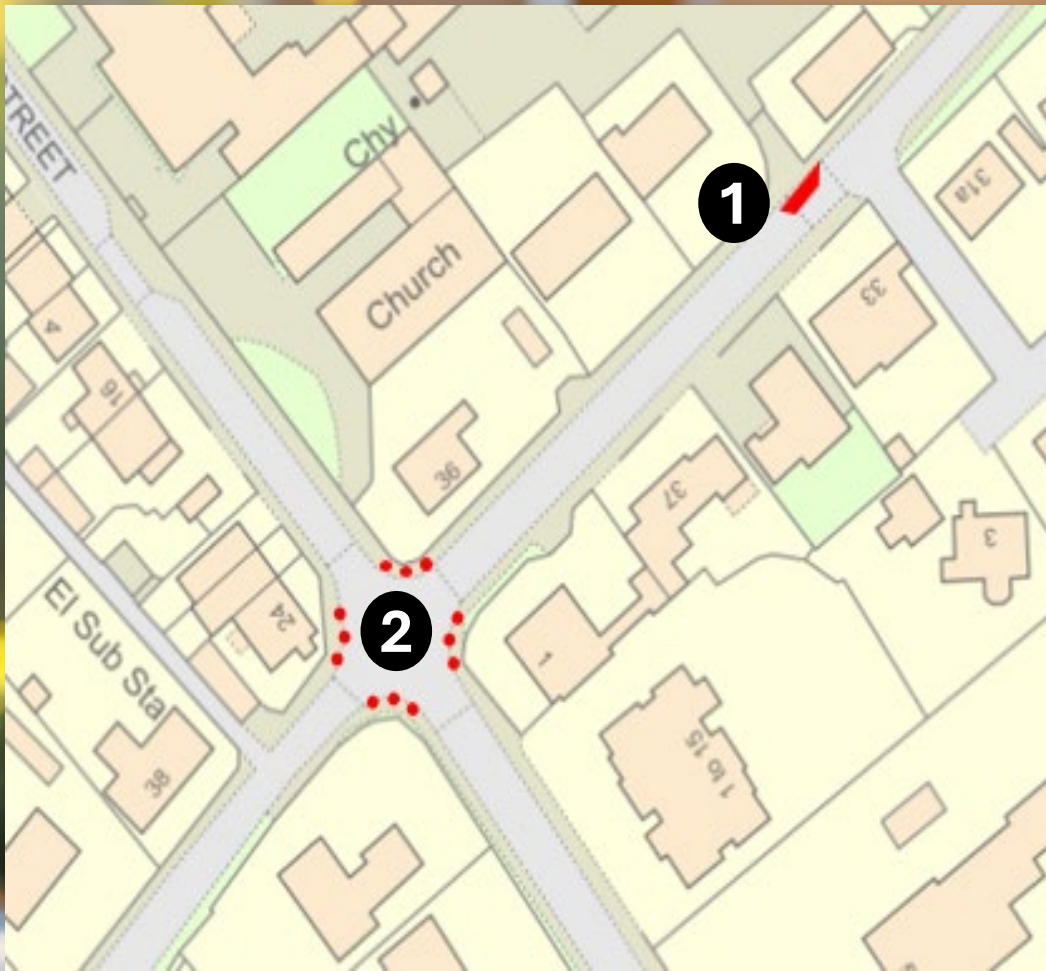


Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.

The re-installation of the bollards / fencing at the crossing would help to prevent vehicles mounting the pavement when turning the corner and causing a hazard for pedestrians.

- Supporting the Greenways by providing safer crossing and encouraging active travel to and from the school.
- Supporting other initiatives, such as the 20mph village wide speed limit, by reducing vehicle speed on a main pedestrian and vehicle thoroughfare.

Our Proposal



1. Reinstating the raised crossing on Orchard Road with the addition of a chicane to increase pavement safety.

2. Replacing bollards or adding fencing at the Orchard Road/Mortlock Street crossroads.

Supporting the community

Local, District and County support has been demonstrated for the project – community engagement is currently underway to inform residents, parents and children of the plans.

Delivery of this improvement would support the 20mph speed limit project, support the Melbourn Greenway developments and support the school in delivering improved safe passage to and from School for all.

18 December 2024

To whom it may concern

Please accept this letter of support for 'Safety around the Primary School' improvement for 'Safety around the Primary School'.


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I support this application.

Yours sincerely,

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District Councillor

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Cllr Bostanci

Cllr Adam Bostanci
Cambridgeshire County Councillor

Cllr Adam Bostanci
Melbourn

MELBOURN PRIMARY SCHOOL

Mortlock Street, Melbourn, Nr Royston, Herts SG8 6DB Tel: 01763 223457
Headteacher: Mrs Stephanie Wilcox

18th December 2024

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Melbourn Primary School support this application.

Yours faithfully
Stephanie Wilcox
Stephanie Wilcox
Headteacher

Email: office@melbourn.cambs.sch.uk Website: www.melbournprimaryschool.org.uk



Feasibility

Melbourn Parish Council worked with Highways to complete a feasibility study. Cllrs walked the route with Evans and discussed the options –ensuring proposals had the least impact on residents, parking and traffic flow, while delivery the most benefit.

It was concluded that the option for road marking refresh (which the Council intend on implementing), a chicane with build-out modifications and pedestrian guardrails at the crossroads would be the most beneficial.

Melbourn Parish Council are committed to contributing 50% of the funds for these essential works.

Melbourn Parish Council extend our thanks to the team at Highways and Local Projects for their advice and consideration of this application.

Any questions?

Abi Williams

From: Mike Stapleton <m.stapletonctc@talktalk.net>
Sent: 13 May 2026 13:06
To: Abi Williams
Subject: Stair lift

Hello Abi,

Please forward this message to the Parish Council.

When is the stair lift going to be removed or replaced by something that works?

Our current fixture has been out of commission for at least 6 months and prior to that had been a constant problem.

It is a permanent Health and Safety issue and the fact remains that any physically impaired visitor can not access meetings upstairs.

Thank you.

Maria Stapleton.

Abi Williams

From: [REDACTED]
Sent: 13 May 2026 13:06
To: Abi Williams
Subject: Stair lift

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Thank you.

[REDACTED]

Repair Report

Job Details

Job Number: R5007136
Reported by: Melbourn Parish Council
Service Branch: Brackley Service Branch
Customer PO Number: Abigail Williams
Job Description: Repair Job As Per Repair Sales Quote 692133-1 00001 To have platform and barrier arms realigned to get the Stairiser unfolding and folding correctly and have the Stairiser returned to service

Site Address

Centre Manager
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ
Phone: 01763263303

Contract Details

Contract Number: 6578841
Customer Number: 478575
Contract Type: Standard
Visit Profile: 2 Per Year

Product Details

Product Code: AS335031
Asset Code: A/0053286
Location:
Product Type: Platform
Installer: _NA_
Model: Stairiser SX
Installation Date: 11-12-2013

Site Visit Details

Arrival	Departure	Engineer	Product Status	Payment	Autodialler
30/04/2026 12:16	30/04/2026 16:33		In service	£0.00	N/A

Activities

Activity Date: 07 April 2026 08:49
Details: To have platform and barrier arms realigned to get the Stairiser unfolding and folding correctly and have the Stairiser returned to service
Actions:

- 16:05 30/04/2026: returned to site and attempted to set up correctly but multiple limit switches require replacement. advise replacing all 9 as lift is 14 years old.. left isolated.



Parts Fitted

Risk Assessment

[Empty box for Parts Fitted]

Persons at Risk
 Persons living or visiting the address
 The elderly/disabled/infirm
 Stannah employees

Emergency
 Safe Access and Egress
 Safe exit in case of fire
 Peoplesafe system
 Stocked first aid kit
 Engineers issued with First Aid Kit

Customer Signature(s)

Signed On
30/04 16:33
No one of Appropriate Authority

Advisories

Details: quote for x9 limit switches. pic attached
Reported Date: 30 April 2026
Quotation Pending Customer Acceptance: N/A





A family business
since 1867

Stannah South Midlands & Home
Counties Service Branch
Unit 4, Boundary Road
Buckingham Road Industrial Estate
Brackley
NN13 7ES

T 01280 704600
E brackley@stannah.co.uk

For the fastest response, please always phone
to report a breakdown or urgent issue

Stannah

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

01 May 2026

Our Ref: 700755-1

Dear Sir/Madam,

Re: Product code AS335031, Melbourn Community Hub, Melbourn, SG8 6DZ

Following a recent report on the above product, our engineer has advised work is required to maintain the safe and efficient operation. Therefore, please find our proposal, containing:

- Scope of works
- Quotation
- Supporting photographs (if applicable)
- Acceptance page, contact details and terms and conditions

Stannah Lift Services are ISO 9001, ISO 14001 and OHSAS 45001 accredited, ensuring quality, environmental and health and safety requirements are adhered to.

We trust our quotation for these works meet with your approval, however, should you require any additional information or have any other queries, please contact me Monday to Thursday 09:00 to 17:00 and Friday 09:00 to 16:30.

Yours sincerely,

[Redacted signature]

[Redacted name]

Advisor (minors)

[Redacted contact information]

Scope of works

Following a recent repair visit to the Stairiser at Melbourn Community Hub, it has been reported that the limit switches are failing and it has been recommended to have the limit switches replaced. We are therefore proposing to have the recommended works carried out to maintain the safe and efficient operation of the Stairiser,

Please see below our proposal.

Quotation

To have the limit switches replaced	£1,499.90
Total (Excl. VAT)	£1,499.90

This quote is valid for 30 days from the date of this letter. All prices given are exclusive of VAT which will be charged at the current rate. Please ensure the quotation reference is on any correspondence.

Should you wish to proceed, then please follow the [quotation acceptance instructions.](#)

Monday Lunch – Easter



Digital/IT Champions



Wellbeing Walkers visit Wonderpass and Stockbridge Meadows



VACCINATION EVENT
WALK-INS WELCOME

COVID SPRING BOOSTERS 2026

IF YOU THINK YOU MAY BE ELIGIBLE FOR ONE OF OUR VACCINES PLEASE COME ALONG TO THE NEXT VACCINATION SESSION HERE NEXT SESSION DATE BELOW

Thurs April 30
Vicarage Close Community Centre

12 to 3pm

Available to adults aged 75 and over and individuals aged 6 months and over who are immunosuppressed

NHS
Hertfordshire, East Anglia and BLMK
Community and School-Aged Immunisation Service



Melbourn Timebank & Community Report: April '26

Melbourn Community & Timebank Report: April '26

April activities

2	Chair based Yoga sessions at Coffee morning
1	Meeting with Connections Bus Project 14 th
1	IT/Digital Champion referred for regular article for MVV
1 2	Games Night 20 th 8 attendees Social Prescriber referrals
1	Referral to Kari, new Acre Village Agent, 13 th
1	Aquathon 26th 🏊 6 swimmers and 2 Volunteers raised £1,100 for MACS & HomeStart
7/8	MACS Cozy Corner/Food Bank sessions
1 1 1	Covid Booster Clinic at Cozy Corner 30th 54 Visitors 78 different vaccinations administered Meeting with Izzy Baker at MVC and delivered large quantity of Snack food and drinks

Regular 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 Games nights once per month at The Black Horse
Wednesdays	Wellbeing Walk 10.30 🚶
Thursdays	Coffee Morning 10-12 at Vicarage Close with Yoga every 2 weeks and Food Bank 9.30-11.30 at the Pavilion and then Cozy Corner 12-3 at Vicarage Close

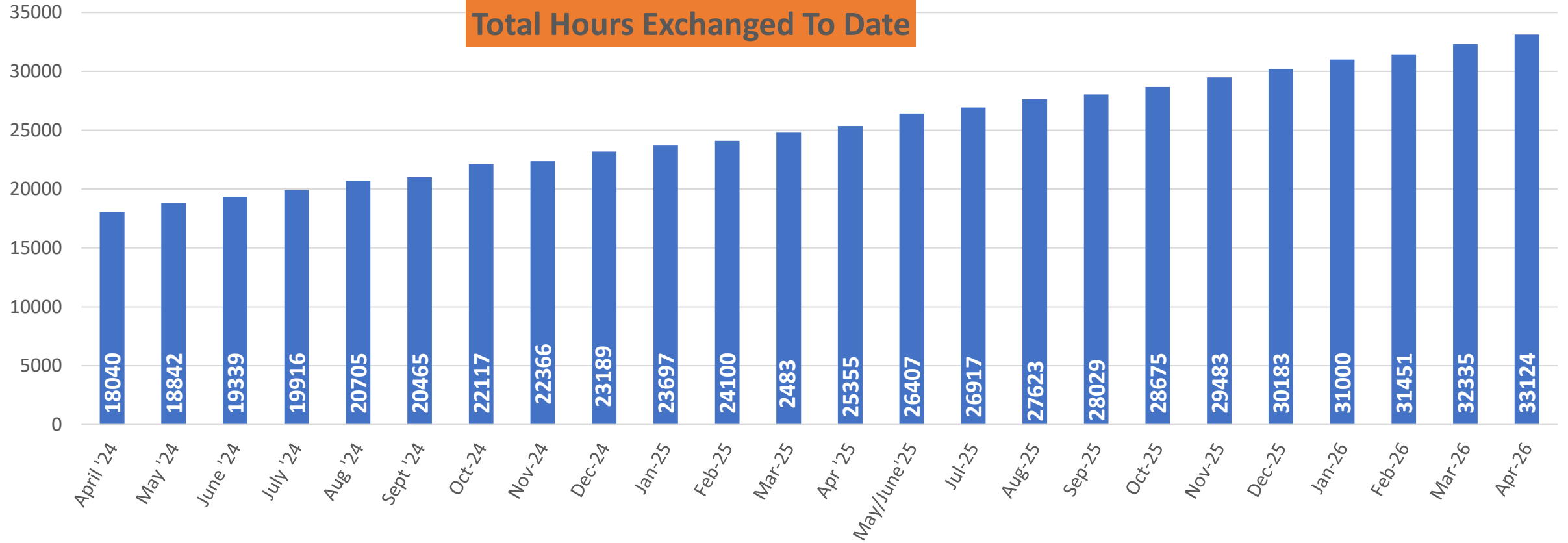
Membership growth data: to 30/04/26

	March	April	Conversion	Pipeline
Individual Members	176	177	1	2
Organisational Members	18	18	-	-

Social Media Engagement Statistics: Facebook

Maximum Reach	Followers	Page views
	551	5352

Total Hours Exchanged To Date



AOB/Forthcoming Events

Trudy Halliday appointed as MACS Lead Volunteer

Connections Bus and MVC meetings about youth service support needs

Games Nights May 18 & 22nd

Yoga May 14, 28 June 11 & 25

Wellbeing Walk anniversary visit to Cambridge Botanic Gardens 10th June

Abi Williams
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Herts SG8 6DZ

QUOTE 32011
05 May 2026

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
	Little Hands Driveway Lighting			
1	- Replace three vandalised covers to existing fittings	120.00	20%	120.00
1	- Supply and install four replacement light fittings with vandal proof covers	220.00	20%	220.00
			Net Total	340.00
			VAT	68.00
			GBP Total	£408.00

Other Information

Company Registration Number: 4944876

To: Parish Clerk
Date: 1 May 2025
Subject: Melbourn Bus Sessions

Hi Abi

Our bus sessions in Melbourn are becoming particularly busy (47 on Tuesday) and we are dealing with some intense issues. [REDACTED]

Based on this we believe the session could do with an additional youth worker (assuming we can find one) bringing the team up to 4. This would allow better monitoring of those both on and off the bus (in pairs) and allow staff to deal more effectively with the one-to-one issues that surface.

Would the Parish Council be prepared to make a contribution to the cost of this additional youth worker of £20 per session, which would only be charged when four workers are present.

Many Thanks
[REDACTED]

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.

Youth Services

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

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

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

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